

Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

**ATU Galway-Mayo
Covid-19 Response Plan**

Revision 4.0

Revision History:

Date of this revision: 23.05.2022	Date of next review: post Transitional Protocol update. Revision 31.01 2022
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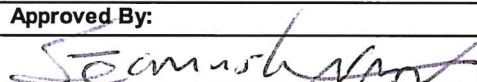
Version Number/ Revision Number	Revision Date	Summary of Changes	Changes marked
1.0	25/08/2020	National Protocol for Returning to Work Safely, NSAI COVID-19 Workplace Protection and Improvement Guide, Guidance for Further & Higher Education for Returning to On-site Activity in 2020: Roadmap and COVID-19 Adaptation Framework	Reflected government guidance
2.0	05/02.2021	Government's Resilience and Recovery Plan Living with COVID-19 2020-2021 September 15, 2020, Updated December 8 th , 2020. Work Safely Protocol (revised) issued 20 th November 2020 COVID-19 Workplace Protection and Improvement Guide Guidance on Working from Home for Employers and Employees	Updated to reflect changes to guidance.
3.0	26/10/2021	Work Safely Protocol Updated 16 th September 2021 & 22 nd October 2021 'Reframing the Challenge: Continuing our Recovery and Reconnecting' Data Protection – Work Safely Protocol Last updated 13 th September 2021	Updated to reflect changes to guidance.
4.0	09/09/2022	Incorporated into Atlantic Technological University Plan in accordance with Transitional Protocol	Updated as ATU Plan & reflect guidance & HSA (Health and Safety Authority) checklists.

Consultation History:

Version Number/ Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
4.0	27/06/2022 02/09/2022	Lead Worker Representatives	Updated public health advice. Isolation room contingency.

Approval:

This document requires the following approvals:

Version	Approved By:	Date
4.0		06/09/2022

Quality Assurance:

Date Approved: 09.09.2022	Date Policy to take effect: 09.09.2022	Date Policy to be Reviewed:
Written by:	Doreen Geoghegan	
Approved by:	Dr. Seamus Lennon	
Approving Authority:	Dr. Michael Hannon	
Head of Function responsible:	Dr. Seamus Lennon	
Reference Documents:	ATU Covid Response Plan Revision 1	

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This Policy was approved by Dr. Michael Hannon. It shall be reviewed and amended by the University, as necessary. All amendments shall be recorded on the revision history section above.

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Introduction

The COVID-19 Response Plan outlines the measures necessary for employers to meet the Government's [Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19](#) (January 2022).

This includes measures to prevent COVID-19 in the workplace, and the ongoing safe operation of workplaces.

This Response Plan supersedes GMIT Covid Response Plan (Rev 2), and outlines the commitment Atlantic Technological University (ATU) takes to comply with current public health advice, and the advice in the Transitional Protocol (March, 2022).

The Response Plan is maintained, or updated to take into account new guidance from [gov.ie](#), [hse.ie](#), [hpsc.ie](#), [dbe.i.e](#) and [hsa.ie](#), in consultation with staff and students and communicated via email and the University website.

During the University *interim period* post amalgamation, and prior to establishment of the new University organisational structure, the partner Institute Covid Response Teams will remain in place, and work in a coordinated and collaborative manner until any necessary restructuring is implemented.

ATU Campus	Covid Officer	Contact details
Connemara	Seamus Lennon/ Breda Coneys	091 742705/091 742670
Galway City Dublin Road	Seamus Lennon	091 742705
Galway City Wellpark	Seamus Lennon	091 742705
Mountbellew	Seamus Lennon/Edna Curley	091 742705/090 9679205
Mayo	Seamus Lennon	091 742705

Email covidofficer.galwaymayo@atu.ie

Plan outline

This COVID-19 Response Plan details how Atlantic Technological University will put in place Infection, Prevention and Control measures (IPC) to help prevent the spread of COVID -19. The response plan is set out as a 4-step process (Fig.1) below.



Figure 1 – COVID-19

Response Plan 4 Step Process

ATU Galway-Mayo, in consultation with staff, may also decide to keep some of the measures outlined in the Work Safety Protocol (January 2022), if considered necessary in their work environment, e.g., masking measures. ¹

As a live document ATU Galway-Mayo will operate in line with Public Health and Government advice and follow up as required here: <https://www.gov.ie/en/publication/3361b-public-health-updates/>

Specific checklists available are as follows, which have been assessed against the Transitional Protocol and current advice (subject to ongoing changes):

- Checklist - Cleaning and Disinfection – [Appendix 4](#)
- Checklist – Ventilation – [Appendix 4](#)
- Checklist - Returning to the Office – [Appendix 4](#)
- Checklist - Lead Worker Representative (LWR) [Appendix 4](#)
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- Checklist - Dealing with a Suspected Case of COVID-19 – [Appendix 4](#)
- Checklist – Worker (currently not applicable)
- Checklist - Lead Worker Representative (LWR) incorporated in training
- Checklist - Rapid Antigen Diagnostic Tests (RADTs) (currently not undertaken)

¹ Wearing a face mask/covering is advised in the public transport and healthcare sectors.

Step 1 - Employer COVID-19 Policy

COVID 19 Policy Statement

Atlantic Technological University Galway-Mayo (ATU) is committed to providing a safe and healthy workplace and place of learning for all our Staff, Students, Contractors, Visitors and other Stakeholders through preventing the spread of COVID-19 in our university. We have developed this COVID-19 Response Plan and have reviewed it in line with the updated Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19. A combined effort by all campus users is required to ensure the success of this Plan in preventing the spread of the virus.

ATU Galway-Mayo will:

- continue to monitor our COVID-19 response and update this Plan in consultation with our Staff, Students, Contractors, Visitors, and other Stakeholders
- provide up to date information to our Staff, Students, Contractors, Visitors, and other Stakeholders on the public health advice issued by hse.ie, gov.ie and hpsc.ie
- ensure all Staff and Students receive a briefing on COVID-19 Infection Prevention and Control (IPC) measures
- display information on the signs and symptoms of COVID-19, and other IPC measures
- facilitate the appointment of Lead Worker Representatives, in consultation with staff and provide a reporting system
- keep workers informed about the importance of adhering to IPC measures - hand hygiene, respiratory etiquette, and ventilation requirements
- adapt or continue to adapt the workplace to facilitate COVID-19 IPC measures. In doing so we will ensure that persons are not inadvertently exposed to additional occupational health and safety hazards and risks
- consult with staff and their representatives in advance, where the introduction of a programme of Rapid Antigen Diagnostic Testing (RADT) is being considered
- adapt or continue to adapt the workplace to prevent the spread of COVID-19
- consider individual risk factors
- consider Staff fitness for work following COVID-19 (or a suspected COVID-19 case) absence
- ensure measures are in place to deal with a suspected case of COVID-19 on campus, or an outbreak of COVID-19
- provide clear instructions for Staff and Students to follow if they develop signs and symptoms of COVID-19 on campus or if on campus activities
- inform Staff and Students that they must stay at home from work if they have symptoms of COVID-19, to follow current public health protocols regarding self-isolation, and testing
- inform Staff and Students to follow Public Health advice in relation to their test result
- ensure contingency measures are in place to address the effects of COVID-19 on campus or campus activities
- continue with the cleaning measures in place and disinfection measures, where necessary.
- comply with all GDPR requirements in relation to maintaining personal information.

All managers, supervisors, Lead Worker Representatives and Staff will be consulted on an ongoing basis. Feedback is encouraged on any concerns, issues, or suggestions. This can be done through Staff and Student Representatives.

Signed:


Head of Galway Mayo College & Registrar

Date: 09/09/2022

Step 2 - Persons Responsible for Performing Tasks

ATU Galway-Mayo have appointed suitably trained persons to support the implementation of this Plan. Completion of checklists issued by the Health & Safety Authority (H.S.A.) form the basis and framework by which desired outcomes are achieved.

Staff have agreed to take responsibility are trained and understand:

- role of Lead Worker Representatives
- use of checklists to identify any areas for improvement
- regular checks to ensure the COVID-19 Response Plan is implemented
- review of risk assessments and the safety statement
- reviewing emergency procedures and first aid

See [Appendix 1](#) Register for Persons Responsible on each partner organisation:

Step 3 - Employer Information

Employer Name:	Atlantic Technological University
ATU Donegal (Headquarters)	Port Road, Letterkenny, Co Donegal, F92 FC93
ATU Donegal/Killybegs	Shore Rd, Killybegs, Co. Donegal, F94 DV52
ATU Galway City	Dublin Road, Galway City, H91 T8NW
ATU Galway/Connemara	Letterfrack, Co. Galway, H91 AH5K
ATU Galway/Mountbellew	Mountbellew, Ballinasloe, Co. Galway, H53WE00
ATU Galway City/ Wellpark	Wellpark Road, Galway, H91 DY9Y
ATU Mayo	Westport Road, Castlebar, Co. Mayo, F23 X853
ATU Sligo	Ash Lane, Sligo F91 YW50
ATU President	Dr Orla Flynn
Senior Manager in the Workplace:	See Appendix 2
Lead Worker Representative(s) (LWR):	See Appendix 3
Type of Business:	ATU is a multi-campus technological university providing academic programmes, education, and research.
Number of Workers (including full-time, part-time, contract and agency):	2250 +
Phone:	074 - 9186000
Email:	reception@lyit.ie covidofficer.galwaymayo@atu.ie

Step 4 – Checklists

a) Measures to Prevent the Spread of COVID-19

This section deals with the measures for implementing to prevent or minimise the spread of COVID-19. Vaccinations are a useful supplement to existing IPC measures but do not replace them. There is no requirement on persons to accept the offer of a vaccination or to inform their employer if they have availed of a vaccine.

While many restrictions have been removed, the following measures remain in place:

- Hand hygiene / Hand sanitising
- Respiratory hygiene
- Increased ventilation
- Considering at-risk workers
- Information and advice specific to the workplace for workers (including workers with customer facing roles), contractors and visitors to workplaces

Further Information

- [HSE advice on 'How to Clean your Hands' on hse.ie](#)
- [How to Properly Wash Your Hands video](#)
- [HSE-HPSC posters and videos](#)

b) COVID-19 Information

Staff and Students are kept informed about changes in the relevant campus and updated on new ways of working. Our standard induction for new Staff and Students includes measures to help prevent the spread of COVID-19. This training includes the latest up to date guidance and advice on public health.

Information provided for the attention of Staff and Students includes:

- Communication system
- [Signs and symptoms of COVID-19 \(at home and in the workplace\)](#)
- Information on how the virus is spread
- Measures in place to prevent the spread of COVID-19
- Lead Worker Representatives (LWR)
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Measures for dealing with a suspected COVID-19 case(s)
- Reporting procedures
- Rapid Antigen Diagnostic Testing (RADTs) (where relevant)
- Fitness for Work/ Study following a COVID-19 absence

c) Suspected Case of COVID-19 when on campus/ campus activity

Response teams are in place and have assigned designated contact persons for dealing with suspected cases on each campus or while attending a campus activity.

Each campus has isolation areas to be used to isolate the affected person from others. The isolation area has the necessary provisions such as tissues, hand sanitisers, gloves, medical grade masks / respirators, waste bins / bags available.

Contingency plans are in place whereby a person may use the room they occupy or a vacant room to isolate and contact the **Covid Officer on 085 2092713** or covidofficer.galwaymayo@atu.ie

Further Information

- [Checklist - Dealing with a Suspected Case of COVID-19](#)
- [HSE-HPSC Outbreak Management Guidance](#)

d) Cleaning and Disinfection

Effective cleaning and disinfection systems to help reduce the spread of the virus are in place on campuses. If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning. Welfare facilities, communal areas and frequently touched surfaces are cleaned regularly. Persons are provided with cleaning materials and instructions on their use, to keep their own workspace hygienically clean and are advised to regularly clean any personal items brought in. Cleaning staff have been given information and instruction on the procedures. The adequacy of cleaning arrangements on each campus are regularly monitored.

Waste collection points have been increased in the workplace, and these are emptied regularly.

Further Information

- [Guidance from European Centre for Disease Prevention and Control \(ECDC\)](#)

e) Personal Responsibilities

As per current advice from gov.ie and hse.ie:

- **STAY AT HOME and Isolate if you have signs or [symptoms](#) of COVID-19** (even if fully vaccinated/ boosted).
- **HSE Covid Vaccination Programme available here: [COVID-19 vaccine appointment](#)**
- **Face masks** are no longer mandatory. However, they are still advised:
 - on public transport
 - in healthcare settings
- **Manage risk for self and others who are more vulnerable by WEARING MASKS, physical distancing, avoiding crowds (ATU provides ventilated spaces) and undertake hand & respiratory hygiene.**
- **People at higher risk from COVID-19 should follow Guidance from HSE** and inform (Staff) Line Manager/ (Student) Student Services.

- Report to **Covid Officer on 085 2092713** covidofficer.galwaymayo@atu.ie / Line Manager/ Lecturer immediately if they develop any symptoms when on campus or campus activities.
- Persons must test negative before returning to campus after a COVID19 infection.
- Report any issues or concerns to a relevant person such as:
 - Covid Officer/ Line Manager / Supervisor / Lecturer / Students Union or the Lead Worker Representative (LWR).
- Additional information is available on ATU Galway-Mayo Covid-19 Support Portal.

Further Information

- [Checklist – Workers](#)
- [HSE-HPSC Outbreak Management Guidance](#)

f) Lead Worker Representative (LWR)

Trained Lead Worker Representatives have been appointed for each campus, to ensure that COVID-19 measures are followed through inspection and an online FORM. Staff and Students are encouraged to report concerns to the relevant campus Covid Officer.

In addition, the Lead Worker Representatives highlight concerns, report issues or concerns, submit ideas and identify improvements.

Further Information

- [Checklist – Lead Worker Representative \(LWR\)](#)
- [HSA Lead Worker Representative online course](#)
- Lead Worker Representative Poster ([A3 Poster](#) and [A4 Poster](#))

g) Ventilation

Though ventilation alone will not stop the spread of COVID-19, and it is not a substitute for other Infection Prevention Measures, such as vaccination, cleaning, **Face masks**, maintaining good hand and respiratory hygiene, staying at home if you have symptoms of COVID-19. However, increased **ventilation** is recommended (windows opened by 30 cm where mechanical ventilation is not available), and provided wherever possible, particularly where shared occupancy or poorly ventilated. HEPA Filters are also being used in various campus locations.

Further Information

- [HSA Guidance on Ventilation](#)
- [Ventilation posters and other resources](#)

h) Rapid Antigen Diagnostic Tests (RADTs)

Where RADT programme is available on the campus and has been communicated with Staff and Students, the COVID-19 Response Plan takes account of the agreed testing policy which is communicated to staff and students. Staff and Students volunteer and are not obliged to participate in RADT testing.

Further Information

- [Checklist - Rapid Antigen Diagnostic Tests \(RADTs\)](#)
- [A list of RADTs with a CE-Marking, which are available on the EU market can be found on the Joint Research Centre \(JRC\) homepage](#)

Appendix 1

Responsible Persons Task Register (Non-Exhaustive)

ATU Connemara		
No.	Tasks (non-exhaustive list)	Responsible Person(s)
1	Person responsible for overall implementation of the Response Plan	Paul Leamy/ Breda Coneys
2	Appointment and training of Lead Worker Representative (LWR)	Doreen Geoghegan
3	Checklist - Dealing with a Suspected Case of COVID-19	Paul Leamy
4	Checklist - Cleaning and Disinfection	Paul Leamy
5	Checklist – Workers – Daily Health Form	Completed in prior plan
6	Checklist - Lead Worker Representative (LWR)	Doreen Geoghegan
7	Checklist – Ventilation	David Lee & Kevin Higgins
8	Checklist - Returning to the Office	Completed in prior plan
9	Checklist - Rapid Antigen Diagnostic Tests (RADTs)	Seamus Lennon

ATU Galway City and Wellpark		
No.	Tasks (non-exhaustive list)	Responsible Person(s)
1	Person responsible for overall implementation of the Response Plan	Seamus Lennon
2	Appointment and training of Lead Worker Representative (LWR)	Doreen Geoghegan
3	Checklist - Dealing with a Suspected Case of COVID-19	Seamus Lennon
4	Checklist - Cleaning and Disinfection	Gillian McManus-O'Connor
5	Checklist – Workers – Daily Health Form	Completed in prior plan
6	Checklist - Lead Worker Representative (LWR)	Doreen Geoghegan
7	Checklist – Ventilation	David Lee
8	Checklist - Returning to the Office	Completed in prior plan
9	Checklist - Rapid Antigen Diagnostic Tests (RADTs)	Seamus Lennon

ATU Mayo		
No.	Tasks (non-exhaustive list)	Responsible Person(s)
1	Person responsible for overall implementation of the Response Plan	Justin Kerr
2	Appointment and training of Lead Worker Representative (LWR)	Doreen Geoghegan
3	Checklist - Dealing with a Suspected Case of COVID-19	Justin Kerr
4	Checklist - Cleaning and Disinfection	Keith Connolly
5	Checklist – Workers – Daily Health Form	Completed in prior plan
6	Checklist - Lead Worker Representative (LWR)	Doreen Geoghegan
7	Checklist – Ventilation	Kevin Higgins
8	Checklist - Returning to the Office	Completed in prior plan
9	Checklist - Rapid Antigen Diagnostic Tests (RADTs)	Seamus Lennon
ATU Mountbellew		
No.	Tasks (non-exhaustive list)	Responsible Person(s)
1	Person responsible for overall implementation of the Response Plan	Edna Curley
2	Appointment and training of Lead Worker Representative (LWR)	Enda Kennedy
3	Checklist - Dealing with a Suspected Case of COVID-19	Enda Kennedy
4	Checklist - Cleaning and Disinfection	Enda Kennedy
5	Checklist – Workers – Daily Health Form	Completed in prior plan
6	Checklist - Lead Worker Representative (LWR)	Completed in prior plan
7	Checklist – Ventilation	Enda Kennedy
8	Checklist - Returning to the Office	Edna Curley
9	Checklist - Rapid Antigen Diagnostic Tests (RADTs)	Seamus Lennon

Appendix 2

Senior Manager in the workplace

Campus/ College	Senior Manager
ATU Galway-Mayo Head of Galway Mayo College & Registrar ATU Galway City, Dublin Road	Dr Michael Hannon Dr Michael Hannon
ATU Connemara Head of College Connemara	Mr Paul Leamy
ATU Mountbellew College Principal	Dr Edna Curley
ATU Galway City, Wellpark Head of School Design & Creative Arts	Dr Patrick Tobin
ATU Mayo Head of School Health Sciences, Wellbeing and Society & Vice President Mayo Campus	Mr Justin Kerr

Appendix 3

Lead Worker Representatives

ATU Connemara	Mr Paul Leamy Mr Kevin Gyves
ATU Galway City	Seamus Lennon Caitriona Cummins John T Kennedy Jorge Mendes Luke Smyth Mary King Mary Veldon Turlough Rafferty Gillian MacManus O'Connor
ATU Galway, Wellpark	Celine Curtin Lynne OLoughlin
ATU Mayo	Maria Staunton Barbara O'Shea
ATU Mountbellew	Enda Kennedy

Appendix 4
ATU Galway-Mayo College Checklists
Galway City Dublin Rd/ Wellpark/ Mayo



COVID-19 - Good Practice Checklist - Ventilation

These checklists have been prepared to help employers, business 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 addresses ventilation. It is important to remember your building's ventilation needs to comply with health and safety, fire safety and building regulations. Ventilation can help reduce the risk of transmission but on its own will not stop the spread of COVID-19.

Ventilation is an important factor in reducing the risk of aerosol transmission indoors, where individuals may be in close contact, potentially for longer periods of time and in poorly ventilated areas. Ventilation will not stop the spread of COVID-19 on its own and that is why it is only part of a hierarchy of risk controls. It is not however a substitute for other infection prevention measures, such as vaccination, physical distancing, cleaning, face coverings, maintaining good hand and respiratory hygiene, staying at home if feeling unwell and working from home where possible.

	Ventilation Checklist	Yes	No	Action Required
1	Are you aware how all workspaces, including the canteens, toilets and changing areas, are currently ventilated i.e., by natural or mechanical means or combination of both?	Yes		
2	Have you identified areas in the workplace that are usually occupied and are poorly ventilated?	Yes		
3	Can natural ventilation / fresh air intake be increased e.g., by opening windows to increase the amount of fresh air? Where workers share a space with others, can windows be opened regularly without impacting workers comfort, especially between uses, to help reduce the risk? This may be best done when the room is unoccupied and at the beginning and end of the day. Opening windows / doors / vents, particularly those opposite each other, will facilitate a quick exchange of room air for fresh air. <i>Note: Fire doors should not be propped open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire.</i>	Yes		
4	If mechanical ventilation is in place, is it operating efficiently? (see Mechanical Ventilation Systems section below).	Yes		
5	Have any features in the workplace been identified which might affect ventilation? e.g. is there large machinery in use which might impede cross ventilation air flow, or items blocking vents etc.	Yes		
6	Has the size of the workspace (s) and number of occupants been considered? The larger the area, the lower the risk as virus droplets will have a better chance to be diluted and less likely to build up. The more people means more particles and the need for more ventilation. Reducing the occupancy can reduce the risk.	Yes		
7	Have you identified any work activities that increase the risk? i.e. activities that make you breathe deeper, for example physical exertion or shouting, may increase generation of aerosols and increase the risk of transmission requiring increased ventilation or other control measures.	Yes		
8	Have you communicated all control measures, including the ventilation measures to your workers so they know how these measures will help prevent the spread of COVID-19 in the workplace?	Yes		

	Mechanical Ventilation Systems (Heating, Ventilation, Air Conditioning HVAC) (if in use) Checklist	Yes	No	Action Required
9	Is the mechanical system being used correctly and operating efficiently as per its design? It is important to make sure that mechanical ventilation systems and / or extractor fans are used correctly. If unsure, contact the manufacturer or your service engineer	Yes		Tested & verified with capacity
10	Is the mechanical ventilation system regularly maintained, as per the manufacturer's instructions, by a trained and competent person? The correct filters must be used as per the manufacturer's specifications and air filters should be properly sized and within the recommended service life.	Yes		Minimum yearly
11	Can the system be optimised to maximise the air changes / fresh air intake? i.e. the amount of fresh air should be maximised and the recirculation minimised, as far as systems allow. Do not adjust mechanical settings without expert advice.	Yes		Done Full fresh air non re-circulation
12	Has air recirculation been disabled where possible? Recirculation of air should be avoided where possible or the air may need to be filtered (e.g. through a HEPA filter).	Yes		
13	Is the ventilation system kept running for as long as possible? i.e. continually, or at least for extended periods before and after use/occupancy such as extending the hours of nominal HVAC operation to begin two hours before the building is occupied and two hours after the building has emptied.	Yes		
14	Have demand-controlled ventilation settings been turned off, where necessary?	Yes		Window fans
15	Where fitted, are toilet/rest/changing room extractor fans functional and kept running?	Yes		
16	Have the possible impact(s) of any introduced changes to ventilation systems been considered? i.e. on workers' comfort levels, and staying compliant with occupational health and safety, fire safety or building regulations?	Yes		
17	Has airflow direction been considered? i.e. avoid airflow directed onto individuals or across groups of individuals	Yes		Canteen
18	Has the ventilation system(s) been checked to ensure that it is not recirculating air to other poorly ventilated areas of the workplace where workers could be exposed?	Yes		

	Poorly ventilated work areas	Yes	No	Action Required
19	Have poorly ventilated work areas been identified? e.g. enclosed work areas in regular use with no natural or mechanical ventilation, areas with no outdoor air supply or that are stuffy or smell bad. CO2 monitors may assist in determining poorly ventilated areas. See Section C9 Ventilation of the Transitional Protocol: Good Practice Guidance	Yes		Increased ventilation/ HEPA filters/ Restricted capacity / Closed
20	Has an assessment of the work area been carried out to determine what additional control measures could be implemented?	Yes		
21	Have methods to increase ventilation been considered? e.g. installation of vents.	Yes		Natural & mechanical increased
22	Have desk fans been removed and ceiling fans taken out of use in poorly ventilated areas? i.e. they may only recirculate the virus droplets rather than removing the virus from the workspace.			N/A
	Other actions to consider following ventilation changes	Yes	No	Action Required
23	Have you covered any relevant changes in your COVID-19 Response Plan? (See template COVID-19 Response Plan).	Yes		
24	Have you included any relevant updates in your risk assessments and safety statement? Other devices such as ozone-generating devices and air disinfection devices may present additional chemical hazards in the workplace. Their use must be justified by a risk assessment and their use is not recommended in occupied spaces.	Yes		continuous
25	Have you included information on any relevant changes to your emergency plan?			N/A
Further Information:				
See HSA Guidance on Ventilation for more information.				

Name: David Lee/ Brian McDermott

Brian M^cDERMOTT

Signature:

Brian M^cDERMOTT

Date: 27/06/2022

The information contained in this checklist is for guidance 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.



COVID-19 - Good Practice Checklist-Returning to the Office

These checklists have been prepared to help employers, business owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. The Returning to the Office checklist will help you to prepare for the return of workers to the office, and its continued safe operation.

Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie.

	Preparing for re-opening the office: The office building	Yes	No	Action Required
1	Have you reviewed and updated your safety statement? Have existing risk assessments been reviewed to take into account new work methods, including new or updated control measures, where required? Are existing safety, health and welfare legislation, fire safety, building regulations and food safety regulations continuing to be complied with?	Yes		
2	Have you reviewed your COVID-19 Response Plan, and updated it in line with updated Public Health advice and the Transitional Protocol ? See Response Plan Template .	Yes		
3	Do you know that you may choose to maintain some of the practices or arrangements that were in place based on the Work Safely Protocol for the period of transition back to office working, e.g. physical distancing measures?	Yes		
4	Where meetings, events or training are planned, will there be a continued focus on hand and respiratory etiquette and adequate ventilation?	Yes		
5	Is cleaning carried out at regular intervals? Has a system of thorough and regular cleaning of frequently touched surfaces been organised, e.g. door handles, coffee machines, vending machines, photocopier buttons, intercom system etc.? Note: If disinfection is required this must be carried out in addition to cleaning, and never as a substitute for cleaning. See HSA Checklist on Cleaning and Disinfection .	Yes		
6	Will hand sanitiser continue to be available at entry/exit points, and checked and replenished when required? Note: Where alcohol based hand sanitiser is used it must have a minimum alcohol content of 60%, and be stored safely.	Yes		
7	Are appropriate measures in place to ensure the workplace is ventilated? See HSA Checklist on Ventilation for further guidance.	Yes		
8	Are ventilation and extraction systems cleaned and maintained before the office re-opens and at set intervals? Have you measures in place to ensure they are used properly?	Yes		

9	Are COVID-19 posters displayed in key areas of the workplace, e.g. entry/exit points, canteen, general office area, and staff notice boards? See hsa.ie/covid19 for a list of HSE-HPSC and other gov.ie posters and video resources, including ones on hand hygiene, respiratory etiquette and ventilation. See translated COVID-19 resources from hse.ie and hsa.ie .	Yes		
	Preparing for re-opening the office: Workers	Yes	No	Action Required
10	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?	Yes		
11	Have workers been provided with a briefing on COVID-19 infection prevention and control (IPC) measures?	Yes		
12	Where a person(s) is unable to return to the workplace due to COVID-19 have you reviewed the Interim Guidance for Employers on Fitness for Work following COVID-19 Absence , and considered alternative measures where possible for the individual(s)? Have you informed them about the Fitness for Work Guidance for workers ?	Yes		
13	Has a Lead Worker Representative(s) been appointed, and have you provided their details to workers, including details of the role of a LWR?	Yes		
14	Did you inform the LWR about the HSA Checklist, online course and poster for Lead Worker Representatives, to help them with their role? These resources are free and available at hsa.ie/covid19 . ?	Yes		
15	Are support systems in place for workers? Do they know where to find information on managing health and wellbeing during COVID-19, e.g. HSA podcast and videos ?	Yes		

16	Is there a system in place for keeping attendance information? Note: While the need to maintain a contact log with details of workers and visitors to a workplace has been removed, you may need to provide attendance information, as appropriate, in the event the local Department of Public Health has to investigate an outbreak.			Not applicable June 2022
	Rapid Antigen Diagnostic Tests (RADTs)	Yes	No	Action Required
17	If you are considering a RADT programme for your workplace, have you consulted with workers and their representatives? This can be done as part of the implementation of the COVID-19 Response Plan and should include involvement of the Lead Worker Representative(s) and the Safety Representative(s). Note: Workers participation in RADTs is voluntary and they do not have to participate in it if they so wish.			n/a June 2022

18	<p>If setting up a Rapid Antigen Diagnostic Testing (RADT) regime for the office, have you reviewed the measures outlined in the Transitional Protocol (Section C10.)?</p> <p>Have you completed a written risk assessment of this new work activity, and specific risks? Have you taken account of Public Health recommendations and the manufacturer's instructions in doing so?</p> <p>See the Health Products Regulatory Authority website and HSA Checklist on RADTs</p> <p>Note: Even if RADTs are introduced, other infection prevention and control measures, such as hand washing, wearing masks/coverings, respiratory etiquette, and ventilation, all still need to be adhered to in full.</p>			n/a June 2022
	Working in the office:	Yes	No	Action Required
19	Have you provided information and advice to workers on hand hygiene, respiratory etiquette, and the importance of good ventilation?	Yes		
20	Where hot desks are used are appropriate cleaning materials in place for workers to clean the area before and after use?	Yes		
21	Are measures in place to help workers with additional needs to comply with workplace procedures e.g. communication tools such as signs or clear, easy to understand announcements to convey health and safety messages?	Yes		
22	<p>Can workers work comfortably in the ventilated workspace?</p> <p>Note: Desk or ceiling fans should not be used in poorly ventilated areas as they may only recirculate virus droplets. Fans should only be used in areas where there is a single occupant.</p>	Yes		
23	<p>Have workers been provided with cleaning materials such as wipes as well as waste bins/bin bags?</p> <p>Have they been advised to clean their own personal work equipment, e.g. telephone hand sets, and not to share phones, pens, or other items with their co-workers?</p>	Yes		
24	For meetings, events or training is hand and respiratory etiquette and adequate ventilation in place?	Yes		
	Isolation procedures:	Yes	No	Action Required
25	Have you informed workers if they have signs and symptoms of COVID-19 to stay at home from work, self-isolate and get tested ?	Yes		
26	Have you informed workers to stay at home from work if they test positive for COVID-19, and to follow Public Health advice with regard to their test result (PCR or Antigen)?	Yes		
27	Have workers been informed about the procedures to follow should they develop signs or symptoms of COVID-19 at work.	Yes		

28	Has an isolation area(s) been identified and sign-posted in advance, for dealing with a suspected case(s) of COVID-19 in the office? Is there a COVID-19 response manager and team in place to deal with such cases? See section C4. of the Transitional Protocol.	Yes		
29	Is the designated isolation area(s) away from the main office, and behind a closed door? Where a closed door is not possible is the designated area well away from workers and others?	Yes		
30	Has the isolation area(s) a window that can be opened for ventilation? Are necessary items provided, e.g. PPE, medical grade or respirator mask, tissues, hand sanitiser, disinfectant and/or wipes, waste bin/bags?	Yes		
31	Is there a system in place for managing waste disposal, in particular COVID-19 contaminated or suspected COVID-19 contaminated waste? See HSA Checklist on Cleaning and Disinfection .	Yes		
	Canteen and welfare facilities:	Yes	No	Action Required
32	Are frequently touched surfaces in the canteen cleaned regularly and thoroughly e.g. door handles, fridge door, kettle, taps, etc.?	Yes		
33	Have workers been advised not to share utensils, cups, food, drinks etc.?	Yes		
34	Are toilets and handwashing facilities cleaned regularly, paper towels provided, and a system in place for checking and replenishing stocks?	Yes		
	Travelling to, from or for work:	Yes	No	Action Required
35	Have you advised workers travelling on public transport to and from work that they must wear a face mask/covering and to wash their hands with soap and water or hand sanitiser before and after being on public transport?	Yes		
36	If using their personal cars for work, have you advised workers that they should consider wearing a face mask/covering? Have you advised them to partially open car windows on opposite sides to improve ventilation, and not to set ventilation systems to recirculate air, which could spread the virus?	Yes		
37	Where an office worker is travelling for their job have you provided them with cleaning materials (e.g. wipes, hand sanitiser) to clean their hands and vehicle, in particular frequently touched surfaces, before and after use of the vehicle?			N/a
38	Have you advised workers they should wash their hands or use hand sanitiser before entering or leaving the office?	Yes		
39	Where overseas work-related travel is taking place, do you regularly check gov.ie for updated information on travel restrictions and requirements and advise workers to do the same?	Yes		

Visitors and contractors to the office:		Yes	No	Action Required
40	Are measures in place for visitors or contractors to the office?			n/a June 2022
41	Where essential maintenance work is required could this be reasonably done out of office hours, to minimise contact with other workers?	Yes		
42	Have you considered attendance information being maintained should the Department of Public Health require these details in the event of an outbreak, and informed visitors/contractors about this?			n/a June 2022
Other:		Yes	No	Action Required
43	Have you considered GDPR requirements and advice from the Data Protection Commission on Data Protection and COVID-19 ? Are you complying with this advice?	Yes		
Additional Information				

Name: Seamus Lennon

Signature:



Date: 27/06/2022

Covid Officer

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COVID-19 - Good Practice Checklist-Cleaning & Disinfection

These checklists have been prepared to help employers, business owners and managers to continue the safe operation of their business, and prevent the spread of COVID-19. This checklist will help you to put additional cleaning and disinfection measures in place at your workplace.

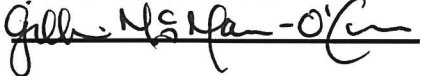
Note: If disinfection is required, it must be carried out in addition to cleaning, and never as a substitute for cleaning.

Detailed information on cleaning and disinfection can be found at ecdc.europa.eu. Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie.

	Procedures and Information	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?	Yes		
2.	Have you a system in place for thorough and regular cleaning of frequently touched surfaces, rooms and work areas?	Yes		
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?	Yes		
4.	Have the following examples of frequently touched surfaces/contact points been included in your cleaning plan? <ul style="list-style-type: none"> • table tops and desks • work equipment • door handles, hand rails • light switches • toilets and toilet doors, taps • remote controls • vending machines • kettles, coffee machines, toasters, microwave, fridge handles • kitchen surfaces and cupboard handles 	Yes		
5.	Is cleaning carried out regularly?	Yes		
6.	Are washroom facilities, locker rooms, and communal spaces (e.g. lockers), being cleaned regularly?	Yes		
7.	Have you provided workers with essential cleaning materials to keep their own workspace clean for example wipes/disinfection products, paper towels and waste bins/bags? Where hot desks are used by identified workers, are cleaning materials in place for these workers to clean the area before and after use?	Yes		
8.	Have you told workers what they need to do to keep their own workspace clean?	Yes		
9.	Where relevant, are workers provided with hand sanitisers and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift?	Yes		

10.	Have you advised workers to clean any personal items that they have brought to work, such as mobile phones, and to avoid leaving them down on communal surfaces? Should this happen, have you advised workers to clean the surface after the personal item is removed?	Yes		
11.	Have bins been provided?	Yes		
12.	Are there sufficient waste collection points in the workplace, and are these emptied regularly throughout and at the end of each day?	Yes		
13.	Have you sufficient cleaning materials available to allow for increased cleaning?	Yes		
14.	Have cleaning staff been trained in the new cleaning arrangements?	Yes		
15.	Have staff been instructed to read and follow instructions on the cleaning product(s) label and where necessary, the Safety Data Sheet (SDS) before use? Is appropriate Personal Protective Equipment (PPE) or protective clothing worn by cleaners, where deemed relevant?	Yes		

Name: Gillian Mc Manus O'Connor



Signature: _____

Date: 27/06/2022

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COVID-19 Good Practice Checklist-Dealing with a case of COVID-19

These checklists have been prepared to help employers, business owners and managers to continue the safe operation of their business, and prevent the spread of COVID-19. This checklist will help you to put additional cleaning and disinfection measures in place at your workplace.

Note: If disinfection is required, it must be carried out in addition to cleaning, and never as a substitute for cleaning.

Detailed information on cleaning and disinfection can be found at ecdc.europa.eu. Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie.

	Procedures and Information			
1.	Have you policies and procedures ¹ in place to promptly identify and isolate workers or others who start to display symptoms of COVID-19 at work?	Yes		
2.	Are you keeping a log of contacts to facilitate contact tracing in the event of an outbreak and that details need to be provided to the Dept of Public Health?			N/A
3.	Have you informed workers and others of the purposes of the log (i.e. to be used by Public Health in the event of an outbreak)?			N/A
4.	Have you consulted with workers ² about the isolation procedures and when they must be applied?	Yes		
5.	Have you displayed COVID-19 posters in suitable locations highlighting key information for workers and visitors?	Yes		
	Instructions if a person(s) displays signs or symptoms of COVID-19 at work			
6.	Have you instructed workers about what they need to do if they develop signs or symptoms of COVID-19 at work, and the importance of early isolation in preventing the spread of the virus?	Yes		
7.	Have you provided your workers with up to date Public Health information and advice on COVID-19 issued by the hse , hpsc and gov.ie ?	Yes		
	Reporting			
8.	Have you informed workers about the necessary reporting procedures if they display signs or symptoms of COVID-19 at work? Do they know who to contact and how?	Yes		
	COVID-19 case manager/designated contact and response management team			
9.	Have you appointed a case manager/designated contact person to deal with a suspected case of COVID-19 in the workplace?	Yes		
10.	Have you identified the team(s) responsible for responding to a suspected case(s) of COVID-19 in the workplace and trained this team in what actions to take?	Yes		

	Isolation area(s)			
11.	Have you identified a place, in advance, that can be used as an isolation area, with a door that can be closed, in the event of a suspected case of COVID-19? Note: Where a closed-door isolation area is not possible, you must provide an area away from other workers.	Yes		
12.	Is the isolation area and the route to the area accessible, including for people with disabilities?	Yes		
13.	If more than one person is displaying signs or symptoms of COVID-19, are additional isolation areas available, or is there another contingency plan for dealing with this?	Yes		
14.	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> • Ventilation, e.g. by opening a window • Tissues, hand sanitiser, disinfectant and/or wipes • PPE, gloves, medical grade masks / respirator masks, waste bags/bins 	Yes		
	Isolating a person(s) displaying COVID-19 symptoms			
15.	Are procedures in place for the case manager/designated contact person or a member of the response team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing of at least 2 metres from them, and ensuring others are at least 2 metres away from them?	Yes		Masking rather than distancing
16.	Is the case manager/designated contact and response team familiar with this procedure?	Yes		
17.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?			N/A
18.	Is there a disposable mask available for the affected person to wear while in a common area with other people, and when exiting the building?	Yes		
	Arranging for the person to leave workplace / Exit Strategy			
19.	Have you established, by asking them, if the affected person feels well enough to travel home?	Yes		
20.	If the affected person considers themselves able to travel home, have you directed them to do so, to continue to self-isolate, to get tested and follow public health advice?	Yes		
21.	If the affected person feels unable to go home, has the case manager/designated contact / response team let them remain in isolation, and facilitated them to arrange a test?	Yes		
22.	Has the affected person been advised to avoid touching other people, surfaces and objects?	Yes		
23.	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 bin/bag provided?	Yes		
24.	Has transport home or to a hospital for medical assessment been arranged if required?	Yes		
25.	Has the affected person been advised not to go to a doctor's surgery or any pharmacy or hospital unless under medical direction?	Yes		

26.	Has the affected person been advised they must not use public transport?	Yes											
27.	Has the affected person been advised to continue wearing the face mask until they reach home?	Yes											
Follow-up													
28.	Have you carried out an assessment of the incident to identify any follow-up actions needed?	Yes											
29.	Are you available to provide advice and assistance if contacted by the HSE?	Yes											
30.	If there is an occupational health service in the workplace have you considered using it to help with the measures outlined above?	Yes											
Disinfection													
31.	Has the area been thoroughly cleaned followed by decontamination of surfaces using a disinfectant effective against viruses? See Report on 'Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2' at ecdc.europa.eu	Yes											
32.	Is personal waste (when dealing with a suspected case of COVID-19) e.g. used tissues, wipes and cleaning material, disposed of. Is personal waste (when dealing with a suspected case of COVID-19) e.g. used tissues, wipes and cleaning material, disposed of safely?	Yes											
33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?	Yes											
<p>Note: Further information on close contacts, casual contacts and testing is available from the HSE website. Additional advice and guidance on dealing with a suspected case or managing an outbreak is available from the HPSC website.</p>													
Additional Information													
<p>Current Public health (since March 28th) practice is no longer contact tracing Public health advice in place right now COVID-19 symptoms, cases and close contacts If you have a confirmed COVID-19 infection</p> <table> <thead> <tr> <th>Age</th> <th>Mask you should wear</th> <th>Isolation period</th> </tr> </thead> <tbody> <tr> <td>13 years and older</td> <td>Medical grade or FFP2 for 10 days</td> <td>7 days</td> </tr> <tr> <td>0-12 years</td> <td>Well-fitted mask (9–12yrs) for 10 days</td> <td>7 days</td> </tr> </tbody> </table>					Age	Mask you should wear	Isolation period	13 years and older	Medical grade or FFP2 for 10 days	7 days	0-12 years	Well-fitted mask (9–12yrs) for 10 days	7 days
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0-12 years	Well-fitted mask (9–12yrs) for 10 days	7 days											

¹ If there is already an occupational health service in place in the workplace, this service may be used by the employer to respond and support measures in dealing with a suspected or confirmed case of COVID-19. ² and Trades Unions where applicable

Name: Seamus Lennon Signature: _____ Date: 20/06/2022

Seamus Lennon Covid Officer



Lead Worker Representative (LWR) COVID-19 Good Practice Checklist

This checklist has been developed to help those appointed as a Lead Workplace Representative understand their role in helping to prevent the spread of COVID-19 in their workplace and in the community. Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie. Note: There may be specific COVID-19 guidance in place for some work sectors – see hpsc.ie.

No	Control	Yes	No	Action Required
1.	Have you been provided with information and training in relation to the role of a Lead Worker Representative?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are you keeping up to date with the latest COVID-19 advice from Government?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are you involved with your employer in planning a phased return to the workplace for workers and ensuring all practical steps are in place to prevent the spread of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are you aware of the HSA Lead Worker Representative online course at hsa.ie/covid19 ?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Have you viewed or downloaded the Lead Worker Representative poster at hsa.ie/covid19 ?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Are you aware of the symptoms of COVID-19 , and current Public Health advice?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Do you know how the virus is spread ?	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Do you know how to help prevent the spread of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Are you helping to keep your co-workers up to date with the latest COVID-19 advice from Government?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Are you aware of the control measures your employer has put in place to prevent the spread of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Did your employer consult with you when putting control measures in place?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Have you a means of regular communication with your employer or manager?	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Control	Yes	No	Action Required
13.	Are you working with your employer and the COVID-19 response management team to make sure new or revised IPC measures in are place?	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination?	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Are you reporting immediately to your employer / manager any issues that you see?	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Are you keeping a record of any problems or issues and what action was taken to remedy the matter?	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Where required, are you helping as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Are you aware of any changes to the emergency plans or first aid procedures for your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Are you making yourself available to your co-workers to listen to any COVID-19 control concerns or suggestions they may have?	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Are you feeding back to your employer and to workers on suggestions and issues?	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your co-workers? See hsa.ie/covid19 for podcasts and videos on managing health and well-being.	<input type="checkbox"/>	<input type="checkbox"/>	
	Additional Information			

Name:

Signature:

Date:

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