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| **19.3.22 COVID-19 Work Safely Protocol – Employer Checklist No. 4****Dealing with a Suspected Case of Covid-19****UCC FA/School/Dept/ Research Centre or Institute Rev #2 July 2021** |
| These checklists have been prepared by the H.S.A to help employers and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. Employees should not attend work if they are displaying any signs or symptoms of COVID-19 or are feeling unwell. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)Text marked = new/re-worded in line with H.S.A. changes in 2021 (i.e. altered since v1 May 2020) |
| **No** | **Control**  | **Yes/No** | **Action needed** |
|  | **Procedures and Information** |  |  |
| 1. | Has the Employer ( e.g including Schools/Departments) policies and procedures¹ in place to promptly identify and isolate employees or others who start to display symptoms of COVID-19 in the workplace? |  |  |
| 2. | Is the Employer ( e.g including Schools/Departments) keeping a log of employee contacts to facilitate contact tracing? |  |  |
| 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)? Are you maintaining up-to-date information on all workers (full-time, part-time, contract and agency) in the workplace? Such information should include at a minimum the name, address and contact phone number of the individual worker? |  |  |
| 3. | Has the Employer ( e.g including Schools/Departments) informed employees of the purpose of the log? |  |  |
| 4. | Has the Employer ( e.g including Schools/Departments) consulted with employees[[1]](#footnote-1) about the isolation procedures and when they must be applied? |  |  |
| 5. | Has the Employer ( e.g including Schools/Departments) displayed the COVID-19 posters in suitable locations highlighting the [signs and symptoms of COVID-19](https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-symptoms-a4-poster.pdf)? |  |  |
|  | **Instructions if a person(s) develops signs and symptoms of COVID-19 at work** |  |  |
| 6. | Has the Employer ( e.g including Schools/Departments) instructed employees 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? |  |  |
| 7. | Has the Employer ( e.g including Schools/Departments) provided employees with up to date public health information on COVID-19 issued by the [HSE](https://www2.hse.ie/coronavirus/) , [HPSC](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/) and [GOV.ie](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/)? |  |  |
|  | **Reporting** |  |  |
| 8. | Has the Employer ( e.g including Schools/Departments) informed employees about the necessary reporting procedures if they develop signs and symptoms of COVID-19 at work. ? Do they know who to contact and how? |  |  |

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|  | **Response team** | Yes/No | Action needed |
| 9. | Has the Employer ( e.g including Schools/Departments) appointed a case manager/ designated contact person to deal with any suspected case of COVID-19 in the workplace? |  |  |
| 10. | Has the Employer ( e.g including Schools/Departments) 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? |  |  |
|  | **Isolation area(s)** |  |  |
| 11. | Has the Employer ( e.g including Schools/Departments) 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. |  |  |
| 12. | Is this isolation area and the route to the area accessible, including to people with disabilities? |  |  |
| 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? |  |  |
| 14. | Are the following available in the isolation area(s)?* + ventilation, e.g. fresh air ventilation/ability to open a window
	+ tissues
	+ hand sanitiser
	+ disinfectant and/or wipes
	+ PPE, gloves, masks
	+ waste bags
	+ pedal-operated, closed bin
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|  | **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 isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them and ensuring others are at least 2 metres away from them? |  |  |
| 16. | Is the case manager/designated contact person and response team familiar with this procedure? |  |  |
| 17. | Have others been advised to maintain a distance of at least 2 metres from the affected person at all times? |  |  |
| 18. | 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** |  |  |
| 19. | Has the Employer ( e.g including Schools/Departments) established, by asking them, if the affected person feels well enough to travel home? |  |  |

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|  |  | Yes/No | Action needed |
| 20. | If the affected person considers themselves able to travel home, has the Employer ( e.g including Schools/Departments) directed them to do so and to call their family doctor / GP and and to continue treatment and self-isolate at home? |  |  |
| 21. | If the affected person feels unable to go home, has the case manager/designated contact/response team let them remain in isolation, and helped them to call their family doctor/GP?  |  |  |
| 22. | Has the affected person been advised to avoid touching other people, surfaces and objects? |  |  |
| 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 bag provided? |  |  |
| 24. | Has transport home or to a hospital for medical assessment been arranged if the affected person has been directed to go there by a doctor.? |  |  |
| 25. | Has the affected person been advised not to go to a doctor’s surgery or any pharmacy or hospital? (unless as directed at No.24)? |  |  |
| 26. | Has the affected person been advised they must not use public transport? |  |  |
| 27. | Has the affected person been advised to continue wearing the face mask until the reach home? |  |  |
|  | **Follow-up** |  |  |
| 28. | Has the Employer ( e.g including Schools/Departments) carried out an assessment of the incident to identify any follow-up actions needed? |  |  |
| 29. | Are people available to provide advice and assistance if contacted by the HSE? |  |  |
| 30. | If there is an occupational health service in the workplace has it been considered to use it to help with the measures outlined above? |  |  |
|  | **Disinfection** |  |  |
| 31. | Has the Employer ( e.g including Schools/Departments) taken the isolation area and any work areas were the person with a suspected case of COVID-19 has been, out-of-use until ventilated with fresh air for at least one hour? After this, has the area been thoroughly cleaned followed by decontamination of surfaces using a disinfectant effective against viruses? |  |  |
| 32. | Has the Employer ( e.g including Schools/Departments) arranged for appropriate ventilation, cleaning and disinfection of the isolation area and any works areas involved, at least one hour after the affected person has left the building? See Report on ‘Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2’ at ecdc.europa.eu |  |  |

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|  |  | Yes/No | Action needed |
| 33. | Is personal waste (when dealing with a suspected case of COVID-19) e.g. used tissues, wipes and cleaning material, disposed of in a plastic rubbish refuse bag. Is it tied and placed into a second refuse bag and tied again. Once the bag has been tied securely, is it left in a safe location for three days (72 hours) before putting out for collection? |  |  |
| 33. | Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? |  |  |
|  | 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 |  |  |
|  | **Additional Information** |  |  |
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**Name………………………………………………signature…………………………………………Date…………………**

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

1. and Trade Unions were applicable [↑](#footnote-ref-1)