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| **19.3.22 COVID-19 Work Safely Protocol - Employer Checklist No.2**  **Control Measures**  **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. By putting in place control measures, you can help to protect your employees. 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 | Topic | Yes/No | Action Required |
|  | **Hand Hygiene Facilities:** |  |  | | |
| 1. | Are there enough hand washing and hand sanitising stations in place to accommodate employees, students, 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:   * all entry/exit points * high traffic areas * the need for employees to wash their hands before, during or after a work task * the distance employees are from hand washing /hand sanitising facilities including wash/bathrooms * the number of employees and any shift arrangements |  |  | | |
| 3. | Has the School/Department 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? In choosing a hand sanitiser, is it effective against viruses such as COVID-19 (Coronavirus) and approved by the Department of Agriculture, Food and the Marine (DAFM)? For information on registered hand sanitisers see the Pesticide Registration and Control Divisions website |  |  | | |
| 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 employees about the importance of washing hands well and often and made advice and training for employees available on this? |  |  | | |
| 8. | Are employees adhering to hand hygiene advice and guidance? See video on how to wash your hands properly? See HSE video [how to wash their hands](https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html) |  |  | | |
| 9. | Have you shown employees how to use hand sanitiser correctly and where hand-sanitising stations are located? |  |  | | |
|  |  | Yes/No | Action Required | | |
| 10. | Have HSE approved posters , [displayed posters](https://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/) , been displayed in appropriate locations on how to wash hands correctly? |  |  | | |
| 11. | Have employees and studetns been advised to wash their hands with soap and water or with hand sanitiser for at least 20 seconds and in particular:   * after coughing or sneezing * before and after eating * before and after preparing food * before and after removing their face covering * if in contact with someone who is displaying any COVID-19 symptoms * before and after being on public transport * before and after being in a crowd * when arriving or leaving the workplace/other sites * when entering and exiting vehicles * before having a cigarette or vaping * when hands are dirty. If visibly dirty, wash hands with soap and water, and * after toilet use   Other considerations:   * before and after wearing gloves * before leaving home * after changing tasks * after touching potentially contaminated surfaces * if in contact with someone displaying any COVID-19 symptoms |  |  | | |
| 12. | Have facilities been provided for outdoor employees, of the School/Department, to frequently practice hand hygiene? |  |  | | |
| 13. | Has the School/Department provided employees with hand sanitiser for use in work vehicles? |  |  | | |
| 14**.** | Do employees, students and visitors within the School/Department have access to facilities to support hand hygiene (e.g. handwashing facilities/hand sanitiser/hand wipes)? |  |  | | |
| 15 | Has the School/Department advised employees and studetns  • to avoid touching their eyes, mouth or nose  • not to share objects that touch their mouth, for example bottles or cups  • to use their own pens for signing in or out |  |  | | |

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|  | **Respiratory hygiene** | Yes/No | Action Required |
| 16. | Has the School/Department told employees of good respiratory measures to limit the spread of the virus:   * avoid touching the face, eyes, nose and mouth * cover coughs and sneezes with an clean tissue or elbow * dispose of tissues in a covered bin/ bags provided * Follow good practice on the safe use, storage, disposal and cleaning of face masks / coverings. |  |  |
| 17. | Have the School/Department made tissues available to employees and covered bins or bin bags for their safe disposal? |  |  |
| 18. | Is there a system in place to regularly empty bins so they don’t over fill? |  |  |
| 19. | Has the School/Department provided advice to employees and students on good respiratory practice including the safe use, storage and disposal of face masks / coverings and the safe cleaning of face coverings? Watch the HSE video Do you know how to wear a face mask properly? |  |  |
|  | **Physical Distancing – staying 2 metres apart** |  |  |
| 20. | Has the School/Department reduced the number of people working in enclosed spaces by:  • facilitating working from home, where possible  • postponing non-essential work  • modifying work tasks ? |  |  |
| 21. | Where office workers are essential, has the School/Department organised the workplace to keep numbers to a minimum, and maintaining physical distancing measures? |  |  |
| 22. | Has the School/Department looked at how it can change (and maintain) the layout of your workplace to allow for physical distancing? |  |  |
| 23. | Has the School/Department a system to regularly remind employees to stay 2 metres apart? |  |  |
| 24. | Has the School/Department 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? Has a ‘No handshaking’ policy been implemented? |  |  |
| 25. | Can you rearrange working times and shifts to minimise the number of people at work together? |  |  |
| 26. | Can/ has the School/Department rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks) |  |  |
| 27. | Can / has the School/Department organised employees into small teams or pods who consistently work and take breaks together? See Appendix (pg. 47) of the Work Safely Protocol for general advice on teams/pods. Can / has employees been organised into teams who consistently work and take breaks together? |  |  |
| 28. | If it’s not possible to maintain physical distancing in the canteen, have alternative arrangements been considered? e.g. extend serving times, put in place a queue management system for food, returning trays, and checkouts, provide card payment options, where possible) |  |  |
| 29. | Can/has a one way system for entering and exiting the workplace, be providedwhere practical? |  |  |
|  |  | Yes/No | Action Required |
| 30. | Can/has the School/Department implemented physical distancing for outdoor work activities? |  |  |
| 31. | Has the School/Department allocated specific times for collections, appointments and deliveries, where possible? |  |  |
| 32. | Has the School/Department arranged for floor markings to be in installed within School/ Department areas and facilities, to remind everyone in the workplace of the 2 metre physical distance required? |  |  |
| 33. | If it is not possible to ensure a 2 metre physical distance between employees, has the School/Department arranged to put in place alternative measures:   * to minimise any direct employee close contact * to provide hand washing or hand sanitising aids nearby, so that hands can be cleaned as soon as the work task is complete * installed physical barriers, such as clear plastic sneeze guards between employees   Note: Screens do not need to be floor to ceiling but should be of an adequate height (e.g., cover a person in a standing position) and width to block the pathway from the nose and mouth to the face and workspace of the other persons. Screens may be fixed or mobile. See HPSC.ie and the NCCEH for further advice on screens  • provide PPE as appropriate  • provided face coverings for workers in line with Public Health advice.  Note: wearing face coverings is not a substitute for other measures outlined above |  |  |
| 34. | Where screens are installed, are these regularly cleaned with detergent (soap) and water? |  |  |
| 35. | Has the School/Department staggered entry into the workplace including the entry of customers or clients? |  |  |
|  | **Minimising Contact** |  |  |
| 36. | Where employees are sharing accommodation provided by the employer, at a place of work, is the guidance as laid out in page 11 of the Work Safely Ptotocol being followed? |  |  |
| 37. | Has the School/Department advised employees sharing such accommodation to adhere to Public Health and Government advice? |  |  |
| 38. | Has the School/Department stopped non-essential business trips or minimised them, where possible? Are work meetings carried out using online remote means, where possible? |  |  |
| 39. | If employee have to meet face-to-face, is current Government and Public Health advice adhered to? Does the School/Department make sure meetings take place in a space where physical distancing is possible at all times and the meeting is held for the shortest time, with the minimum number of participants? Is the meeting space ventilated or is there a pre- arranged increase in ventilation in the meeting space, e.g. by opening windows? |  |  |
| 40. | Where workers travel overseas for essential business have the School/Department referred to the latest advice in relation to essential overseas travel on gov.ie |  |  |

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|  |  | Yes/No | Action Required |
| 41 | Have the School/Department referred to current Public Health advice in relation to visits to Ireland for essential business reasons and how such visits to workplaces should be conducted? |  |  |
|  | Sharing vehicles |  |  |
| 42. | Has the School/Department put in place a system that eliminates or reduces the need for employees to travel together in work vehicles? |  |  |
| 43. | Where employees or students need to share a work vehicle or travel to/from work with others in a vehicle, are they travelling as a team/pod? Has the School/Department advised them to wear face coverings/masks, and to wash their hands before and after travelling together, in line with Public Health advice? |  |  |
| 44 | Are face coverings or masks provided to workers that share a work vehicle? |  |  |
| 45 | Are employees provided with hand sanitisers and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift? Are employees informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift? |  |  |
| 46. | Have employees been advised to wash their hands with soap and water or to use hand sanitiser (minimum 60% alcohol or non-alcohol based but effective against COVID-19), for at least 20 seconds when entering and exiting vehicles? |  |  |
| 47. | Has the School/Department advised employees that vehicle heating and ventilation systems should not be set to recirculate air? Where cars are used, have employees been advised to partially open two windows on opposite sides to improve ventilation? |  |  |
| 48. | Has the School/Department encouraged workers to travel alone to/from and for work? |  |  |
| 49. | If using their personal cars for work, hase the School/Department advised employees that they should be accompanied by a maximum of one other passenger, seated in adherence with physical distancing guidance? Have you provided advice on improving ventilation, as outlined already above? |  |  |
| 50. | Has the School/Department advised workers to clean and disinfect surfaces and shared equipment, not to shake hands, share objects, food or drinks, and to avoid any physical contact? |  |  |
|  | **Personal Protective Equipment (PPE) [Guidance open to change]** |  |  |
| 51. | 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. |  |  |
| 52. | Has the correct PPE been identified based on the hazard and employee work activity? |  |  |
| 53. | Is there a sufficient supply of relevant PPE required to allow a safe return to work? |  |  |
| 54.. | Has the School/Department trained employees in the correct fitting, use, removal, cleaning, storing and disposal of PPE? |  |  |
| 55. | Has the School/Department made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate? |  |  |

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|  | **At Risk Groups** | Yes/No | Action Required |
| 56. | Has the School/Department, determined if any of your employees are at higher risk from COVID-19?. See hse.ie/coronavirus for further information on People at Higher Risk from COVID-19. |  |  |
| 57. | Has the School/Department enabled high risk or very high risk workers (extremely vulnerable) to work from home where possible? |  |  |
| 58. | Has the School/Department ensured at risk workers are supported to maintain a physical distance of 2 metres from others if they cannot work from home, and must be in the workplace? |  |  |
|  | **Changes to Work Practices** |  |  |
| 59. | Has the School/Department considered other changes to work practices to minimise the spread of COVID-19? |  |  |
| 60 | If the employer is thinking about establishing a Rapid Antigen Diagnostic Testing (RADT) regime in the workplace consider all of the measures outlined in the Work Safely Protocol (Section D.13, p.23 and the Appendix)?Then discussed RADT with your workers and their representatives, including the Safety Representative(s) and Lead Worker Representative(s). |
| 61. | Have you arranged for safe delivery of goods to the workplace? |  |  |
|  | **Visiting Contractors / Employees** |  |  |
| 62. | Are there arrangements in place to inform other workers, contractors or visitors about the workplace infection prevention and control (IPC) measures to help prevent the spread of COVID-19? |  |  |
| 63. | Is there a system for recording visits to the site/workplace by employees and others, as well as visits by employees to other sites? Is this completed by workers, as required (contact log)? |  |  |
| 63 | Has induction training been provided for visitors and contractors to the workplace? Note the HSA Work Safely Induction course can be used along with workplace specific advice measures |  |  |
|  | **Additional Information** |  |  |
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**Name………………………………………………Signature……………………………………………Date……………..**

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