|  |  |
| --- | --- |
|  | **Description: cid:image003.jpg@01D2FB20.B009E750****Guideline Document**  |
| **Ref: GD:016:01** | **Template COVID-19 Response Plan** |
| **Issue date:** | June 2020 | **Revised Date:** | November 2020 |
| **Authors(s):** | National Health and Safety Function |
| **Consultation With:** | Trade Unions |
| **Responsibility for Implementation:** | All Line Managers |
| **Note:** | Each work site is required to develop a COVID-19 Response Plan detailing the policies and practices necessary to meet the Governments’ ‘Work Safely Protocol’ to prevent the spread of COVID-19 in the workplace. The COVID-19 Response Plan forms an integral part of your safety management system and details the arrangements to manage and prevent the spread of COVID-19. The arrangements to facilitate compliance are required to be documented under Section 4 Hazard Control Service Arrangements of your Site /Service Safety Statement. (Note: this can be facilitated by cross referencing your COVID-19 Response Plan under Section 4 of the Site or Service Safety Statement). The COVID-19 Response plan must be kept to date to ensure both the safe operation of workplaces and the re-opening of workplaces following temporary closures due to local and regional restrictions. The following provides a Template to support HSE Site/Service Mangers in developing their COVID-19 Response Plan.  |

**Template COVID-19 Response Plan**

## Section 1. COVID-19 Policy Statement

## The management[[1]](#footnote-2) of *[Insert the name of the site]* is committed to providing a safe and healthy workplace for employees and others affected by our activities. To support this commitment, we have developed the following COVID-19 Response Plan. All senior managers, line managers and employees are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

* Continue to monitor our COVID-19 response and amend this plan in consultation with our workers
* Provide up to date information(in a form, manner and language that will be understood by all) to our employees on the Public Health advice issued by the HSE and Gov.ie
* Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
* Appoint a COVID-19 Response Manager who will provide governance and support to the Lead Worker Representative(s)
* Provide an adequate number of trained Lead Worker Representative(s)[[2]](#footnote-3) (by agreement) who are easily identifiable and put in place a reporting system
* Inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements
* Adapt the workplace to facilitate physical distancing
* Keep a log of contacts / group-work, etc. to help with contact tracing
* Have all employees attend an induction / familiarisation briefing
* Develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace and include specific measures for dealing with an outbreak of COVID-19
* Provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work
* Review cleaning arrangements in line with government advice

All employees will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s) and or Safety Representative(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Insert name(s)]*

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

**Responsible Person (most Senior Manager)**

## Section 2 - Responsible Persons

The following persons have been identified to help ensure implementation of the COVID-19 Response Plan.

*[Insert the name of the COVID-19 Response Manager and the Lead Worker Representaive(s)/ Safety Representative(s)]*

The above named persons have agreed to take on the responsibilities as outlined below:

**Role of the COVID-19 Response Manager[[3]](#footnote-4)**

1. Oversee compliance with the requirements of the Return to Work Safely Protocol
2. Ensure areas of non-compliance are escalated to an agreed Senior Manager *[Insert the name of the Senior Manager]*
3. Ensure an employee contact log is maintained
4. Ensure emergency plans and first aid procedures are reviewed and updated
5. Facilitate the appointment of a Lead Worker Representative(s) (LWR) for each site *(Number(s) to be proportionate to the workplace[[4]](#footnote-5)[[5]](#footnote-6))*
6. Provide the LWR(s) with information and training in relation to their role
7. Ensure LWR(s) receives induction prior to their return to the workplace
8. Consult with the LWR(s) and Safety Representative(s) on the implementation of control measures
9. Agree a means of regular communication with the LWR(s)
10. Agree with the LWR(s) the type and frequency of COVID-19 inspections

**Role of the Lead Worker Representative[[6]](#footnote-7)**

1. Undertake the required training
2. Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19
3. Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice
4. To assist in monitoring adherence, carry out inspections at a frequency and type agreed with the COVID-19 Response Manager
5. Assist in keeping fellow employees up to date with the latest COVID-19 advice and promote good hygiene practices, good respiratory etiquette and social distancing in accordance with public health advice
6. Escalate areas of non-conformity to the COVID-19 Response Manager
7. Consult with fellow employees, raise their concerns and provide timely feedback
8. Share relevant information with the Safety Representative(s)

Note: See Appendix 1 for Template Poster for identifying the COVID-19 Response Manager and Lead Worker Representative, which should be completed and displayed in prominent locations at each workplace.

### Section 3 - Return to Work – Planning and Preparing

In this section of the COVID-19 Response Plan detail the measures in place for the safe operation of the workplace to include those workplaces that have not been in use or have had reduced usage for a number of weeks to include:

**Suggested wording**

*“In planning for the safe return we have:*

* *Updated Safety Statement [insert date and reference number]*
* *Reviewed and revised all risk assessments*
* *Conducting additional COVID-19 related risk assessments to include [detail what additional risk assessments have been conducted]*
* *Developed a plan for dealing with suspected cases of COVID-19 to include the specific measures for* dealing with an outbreak of COVID-19 *[detail where this can be located]*
* *Implemented the national Pre-Return to Workplace Form [detail where this can be located]*
* *Appointed a Lead Worker Represenative(s) (reference section 2 above)”*

### Section 4 - Control Measures

In this section of the COVID-19 Response Plan document the control measures/arrangements being implemented to prevent or minimise the spread of COVID-19 in the workplace. The arrangements to facilitate compliance are required to be documented under Section 4 Hazard Control Service Arrangements of your Site or Service Safety Statement (Note: this can be facilitated by cross referencing your COVID-19 Response Plan under Section 4 of the Site or Service Safety Statement). For further advice and support please see <https://www.hse.ie/eng/staff/safetywellbeing/>

**Suggested wording**

*“We are implementing the following additional specific arrangements [detail the specific arrangements for each control measure below]:*

* *Working from home where possible (as per GovernmentResilience and Recovery 2020-2021 : Plan for Living with COVID-19, ,*
* *Hand hygiene*
* *Respiratory hygiene*
* *Physical distancing*
* *Minimise face to face interactions where appropriate (by making use of technology to communicate)*
* *Physical barriers where social distancing is not possible (to be considered as part of hierarchy of controls)*
* *Travel to work and travel for[[7]](#footnote-8) work (Please see ‘*[*HSE Safe Driving for Work Policy, 2018’*](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safe%20driving%20for%20work%20policy%202018.pdf)*,*  [*‘Guidance on Staff travel during COVID 19 Outbreak - Things to consider when you and your employees are to engage in travel’*](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/guidance-on-staff-travel-during-covid-19-outbreak.pdf) and [*Risk Assessment Prompt Sheet, ‘Staff Travel during COVID 19 Outbreak’*](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safetystatementsandriskassessments.html)*, see:* <https://www.hse.ie/eng/staff/safetywellbeing/>)
* *Use of PPE where required in line with: [HPSC/HSE Current recommendations for the use of Personal Protective Equipment (PPE) in the management of suspected or confirmed COVID-19](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/Current%20recommendations%20for%20the%20use%20of%20Personal%20Protective%20Equipment.pdf)*
* *Wearing of face masks / face coverings in line with HPSC guidance*
* *Cleaning*
* *At-risk workers ( very high risk (extremely vulunerable) and high risk )*
* *Visiting Contractors / Others*

**The following paragraph provides sample wording to document the control measues/ arrangements in place with regard to hand hygiene.**

***Hand Hygiene***

*“Basic infection prevention control measures are being implemented within [Insert the name of the site]* *at all times. Staff are required to complete the HSElanD modules on how to perform hand hygiene. (certificate of completion required)*

*Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using bathroom facilities*

*All visitors to [Insert the name of the site]* *will be required to wash or sanitise their hands prior to or immediately upon entering the facility. Hand-sanitiser dispensers are placed at entrances and locations so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.”*

*[Describe how necessary handwashing and/or sanitiser facilities will be provided, supplied and maintained, and that staff will be allowed to perform handwashing to meet this precaution]*

### Section 5 - COVID-19 Induction training

In this section, provide details of the COVID -19 Induction Training (i.e *COVID - 19 Staff Induction training on HSELand and local induction)* in place and how it will be brought to the attention of staff for completion prior to returning to the workplace.

**Suggested wording**

*It is the responsibility of every employee to complete the COVID - 19 Staff Induction training on HSELand and provide the Line manager with a certificate of completion.*

*Each Line Manager will then take an individual or groups of employees through the 'COVID- 19 Returning to the Workplace Safely Prompt Sheet’ and the associated documentation to include:*

* *Updated Safety Statement*
* *Reviewed and revised risk assessments to include any additional COVID-19 related risk assessments*
* *The COVID -19 Response Plan*
* *The plan for dealing with a suspected case(s)*
* *Contact log*
* *Organisational, physical space and patient flow measures*
* *Revised business continuity plan*
* *Relevant HR/OSH/ GDPR PPPGs e.g. absence, sick leave*

**Resources / Additional Information**

Please refer to the following link for up to date information and guidance:

<https://healthservice.hse.ie/staff/coronavirus/safety-in-the-workplace/managing-employees-return-to-work-safely1.html>



**COVID-19 Response Poster**

|  |  |
| --- | --- |
| **Employer Name:**  |  |
| **Workplace Address:** |  |
| **Senior Manager (Name and Contact Details):** |  |
| **Lead Worker Representative / Safey Representative (Name and Contact Details):** |  |
| **Number of Employees:** |  |

##

1. Where a workplace is shared by a number of services and there is no single management structure, appointment of the COVID-19 Response Manager will be by collective agreement and documented in the Site Safety Statement [↑](#footnote-ref-2)
2. For further information refer to SN:002:01 Summary of key support roles in the implementation of the HSE Return to Workplace Protocol [↑](#footnote-ref-3)
3. For further information refer to SN:002:01 Summary of key support roles in the implementation of the HSE Return to Workplace Protocol [↑](#footnote-ref-4)
4. Consider factors such as size and number of premises, complexity, number of staff, geographical dispersal, nature of service, etc. (non-exhaustive) [↑](#footnote-ref-5)
5. This role may be assumed by existing Safety Reps by agreement [↑](#footnote-ref-6)
6. For further information refer to SN:002:01 Summary of key support roles in the implementation of the HSE Return to Workplace Protocol [↑](#footnote-ref-7)
7. Driving for work includes any person who drives on a road as part of their own work (not including driving to and from work unless in receipt of travel expenses) either in: • A HSE vehicle, or • Their private vehicle, receiving travel expenses from the HSE. [↑](#footnote-ref-8)