



## Return to work post COVID-19 restrictions

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## Executive Summary

Following on from the publication of government 1<sup>st</sup> May 2020 on the 'Roadmap for Re-opening Society and Business'<sup>1</sup> the economy after the COVID-19 lockdown, RGII have considered the government plans and have drawn up a recovery plan for the Inspection & Audit programme.

As part of this process, RGII have collated all public health advice and information into this document in order to aid RGIs returning to work throughout the re-opening of society and business.

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<sup>1</sup> [Roadmap for Reopening Society and Business](#)

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# 1 Introduction

On 27<sup>th</sup> March 2020 the Government of Ireland introduced significant restrictions on businesses and travel to combat the spread of the COVID-19 virus. These enforced restrictions have severely impacted the day-to-day operations of RGIs.

RGIs cannot carry out their work in a 'work from home' environment, almost all gas works as defined in legislation, take place in domestic dwellings. This creates challenges for RGIs given the nature of restrictions imposed and the recommendations of the HSE regarding social distancing and gathering of persons not normally visiting people's homes.

This document collates all publicly available information available at the time of writing following the re-opening of Society and Business.

The Health & Safety Authority have published templates for return to work documents and a COVID-19 Response Plan which can be found here

1. [Return to Work Form](#)
2. [COVID-19 Response Plan](#)

The Health & Safety Authority have also published helpful checklists for businesses returning to work which can be found here

1. [Planning and Preparing](#)
2. [Control Measures to Prevent Infection](#)
3. [COVID-19 Induction](#)
4. [Dealing with a Suspected Case of COVID-19](#)
5. [Cleaning & Disinfection](#)
6. [Workers \(Employee checklist\)](#)
7. [Worker Representative\(s\)](#)

## 2 What is COVID-19? Key Control Measures

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. This is at the core of this document.

### 2.1 Key Control Measures

**The following are key control measures recommended for managing the spread of the virus**

A Key Control Measure checklist for companies/sole traders is available in Appendix 2 HSA Key Control Measures checklist.

## Symptoms

-ensuring no person with symptom attends work - fever (temperature), cough, shortness of breath, breathing difficulties. Persons displaying symptoms must self-isolate and not attend for inspection or work for 14 days. Also, any person living with someone who is self-isolating or waiting a COVID-19 test must restrict their movements for 14 days. It should be noted that recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## General Health

– personnel living with “at risk groups” as defined by the HSE, must consider if there is a heightened risk from attending work.

## Travel

– persons returning to the island of Ireland should refer to national advice issued by the HSE / the Department of Foreign Affairs.

## Hand Hygiene

– ensuring everyone is washing hands regularly and thoroughly or sanitizing and sufficient facilities are provided and maintained to allow this to happen.

## Social Distancing

– ensuring RGIs maintain 2-metre (2m) separation insofar as possible while working, when inspecting and observing RGIs. Also, to promote social distancing when travelling to and from work and in their daily lives, in order to limit exposure.

## Cough Etiquette / Respiratory Hygiene

– ensuring people cough / sneeze into sleeve or elbow, always cover up, dispose of tissues.

## Cleaning

– ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.

**The above-mentioned control measures are elaborated on throughout this document and all RGIs need to take personal responsibility to stop the spread of COVID-19.**

## 2.2 Planning & Preparing for return to work

RGIs and RGI companies should consider completing the HSA Planning & Preparing checklist which has been provided Appendix 3 HSA Planning and Preparing checklist.

Workers should consider completing the HSA Worker checklist which informs workers about what they need to do to help prevent the spread of COVID-19 in their workplace. This is provided in Appendix 5 HSA Workers checklist.

RGI Companies who are carrying out inductions for workers returning to work should view the HSA Induction checklist in Appendix 7 HSA Induction checklist.

## 3 Health & Safety Documentation

### Safety Statement

The RGII Safety Statement has been updated to include the requirements of the COVID-19 restrictions. RGII advise RGI Sole Traders and RGI Companies to update their own safety statements to address the risk of COVID-19 and what measures they have taken to mitigate the risk to their business.

### Risk Assessment

RGII are publishing the following Risk Assessment checklist, which will be completed by an RGII inspector before scheduling and annual inspection with an RGI. This may be used as a guide for RGIs considering their own work environment and personal circumstances. Control measures will be put in place to ensure social distancing with RGIs, customers and RGII inspectors are adhered to. This Risk Assessment is under constant review and was compiled from the Construction Industry Federation guidelines issued to Construction Industry on 18<sup>th</sup> March 2020.<sup>2</sup> Consideration was also given to 'Return to Work Safely Protocol' as published by Department of Business, Enterprise and Innovation and the Department of Health on 8<sup>th</sup> May 2020.<sup>3</sup>

<b>Scheduling inspection</b>		
Are you feeling unwell or suffering from any symptoms of COVID-19? (e.g. cough, shortness of breath, breathing difficulties, fever)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the RGI feeling healthy? Specifically, have they got any symptoms of COVID-19 (e.g. cough, shortness of breath, breathing difficulties, fever) in the last 72 hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the customer or persons present suffering from any symptoms at present or within the last 72hrs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the RGI had any known contact with anyone who is known or suspected to be suffering from COVID-19 or self-isolating in the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the RGI or a member of their family returned to Ireland from overseas travel in the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the premises which the RGI is being inspected, one which Covid-19 could be present or at higher risk (Hospital, Doctor's surgery, Health centre, Nursing home, etc.)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<sup>2</sup> [CIF Health & Safety Advice update 18<sup>th</sup> March](#)

<sup>3</sup> [COVID-19 Specific National Protocol for Employers and Workers](#)

Is the customer not willing to allow an inspection of the RGI on their premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If the answer is 'Yes' to any of the above, the inspection should not go ahead.</b>		
<b>RGI Name</b>	<b>RGI Number</b>	

RGII are currently working on a mobile application that will automatically forward completed risk assessments via email to RGIs. These risk assessments will be completed for each RGI and documentation kept on file for contact tracing and filing purposes.

### RGII Inspection Briefings

As normal, RGIs will be briefed on what equipment and documentation is required for their Inspection and Audit. A risk assessment questionnaire will be completed by the RGII inspector for each RGI to ensure their health is not put at risk. RGII Inspectors have been trained and RGIs will be briefed on the inspection procedure with COVID-19 restrictions in place.

### Pre-Return to Work Forms

As per the [Government Protocol](#), if you are running a company, each employee should be issued with a pre-return to work form to complete at least three days in advance of returning to work.

The pre-return to work form asks each employee to confirm that, to the best of their knowledge, they have no symptoms of COVID-19; are not self-isolating, and/or awaiting the results of a COVID-19 test.

Here are the questions that could be asked on the pre-return to work form:

1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu like symptoms now or in the past 14 days? Yes/No,
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No,
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No,
4. Have you been advised by a doctor to self-isolate at this time? Yes/No,
5. Have you been advised by a doctor to cocoon at this time? Yes/No.

Obligations are placed on employees to complete and return the pre-return to work forms. Employees must disclose any other individual underlying health matters that would impact on their safe return to work and stay out of work until all symptoms have cleared, or until their doctor has cleared them to return to work.

The Protocol also provides that employees must comply with any temperature testing which is implemented by the employer in line with Public Health advice.



## 4 Inspection Management

### Scheduling inspection

RGII Inspectors are responsible for ensuring that RGIs which they are inspecting, including any trainees have been made aware of the specific requirements which should be adhered to during COVID-19 period. Specifically:

- ✓ To ensure that they have completed the pre-inspection RGII risk assessment with the RGI prior to meeting the inspector on site (see Section 3 Health & Safety Documentation).
- ✓ To ensure that all site facilities are sufficient to allow for the social distancing and hygiene requirements and to take reasonable appropriate immediate action where they are not.
- ✓ To ensure that the inspection can be completed in line with the RGII Inspection & Audit Procedure and Section 3.4 of Criteria Document (Inspection Performance Criteria)<sup>4</sup>
- ✓ To ensure that the Risk Assessment is effectively reviewed internally by inspectorate, approved and any changes required communicated to Gas Safety Manager

### COVID-19 Precautions when meeting RGIs and customers at their premises

RGII have guidelines for inspectorate when meeting RGIs and customers at occupied premises, this information is detailed in Appendix 1 COVID-19 Precautions when Meeting with and inspecting RGIs at their Customers Premises.

### On-Site /during inspection

RGII Inspectors will assess various work scenarios to ensure that the key requirements such as distancing, and hygiene/PPE controls are being implemented by the RGI. Inspectors will carry out the routine inspection as normal, adhering to the same distancing and hygiene/PPE controls.

### PPE Requirements

RGIs should carry out their own assessment of what PPE is required for their own work.

The following PPE is to be worn/used by an inspector during an RGI Inspection:

1. Disposable Face Mask
2. Disposable Gloves
3. Hand sanitiser
4. RGII hi-vis vest
5. Hard hat on sites where required
6. Full face visor (if close contact working i.e. >15mins )
7. RGII branded clothing
8. Boots

Following inspection, any disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

**Wash hands thoroughly with warm water and soap before putting on and after taking off PPE and before and after the inspection.**

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<sup>4</sup> [Criteria Document Version 1.6 – Regulation of Gas Installers with Respect to Safety](#)

## RGIs responsibilities during inspection

It is vital that each RGI understand how to work safely during COVID-19 period and adheres to the HSE/Government guidelines and requirements during inspection. RGII Inspectors will insofar as possible and practicable, coach and guide RGIs during the inspection to ensure that they are fully compliant with the COVID-19 requirements.

## 5 Hygiene

### Good hygiene and hand washing

All personnel should follow this advice and encourage others to follow this advice too.

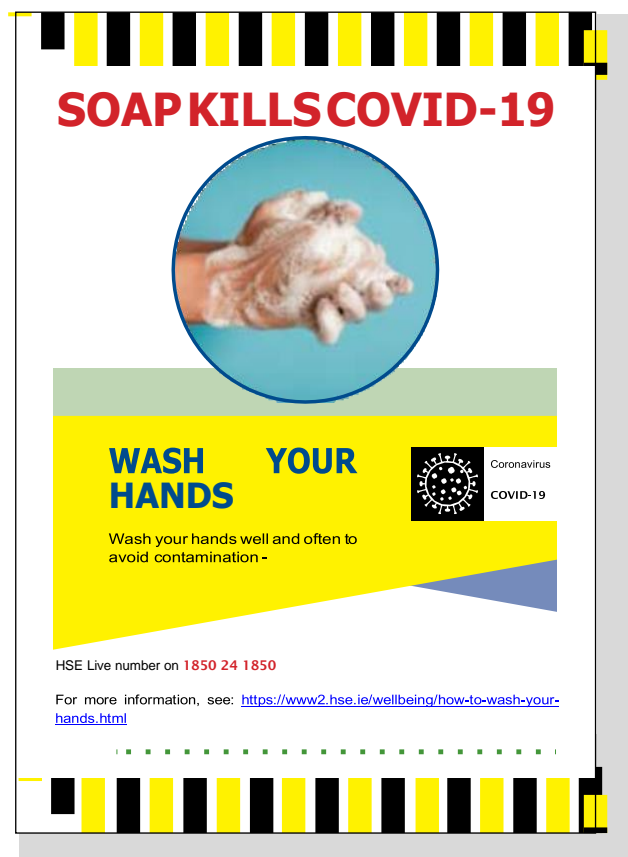
#### DO:

Wash your hands properly and often. Hands should be washed:

- ▶ *after coughing or sneezing*
- ▶ *before and after eating*
- ▶ *before and after preparing food*
- ▶ *if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)*
- ▶ *before and after being on public transport if you must use it*
- ▶ *before and after being in a crowd (especially an indoor crowd)*
- ▶ *when you arrive and leave buildings including your home or anyone else's home*
- ▶ *before having a cigarette or vaping*
- ▶ *if your hands are dirty*
- ▶ *after toilet use*
- ▶ *Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.*
- ▶ *Put used tissues into a bin and wash your hands.*
- ▶ *Clean and disinfect frequently touched objects and surfaces.*

#### DON'T:

- ▶ Do not touch your eyes, nose or mouth if your hands are not clean.
- ▶ Do not share objects that touch your mouth – for example, bottles, cups.



## Disposable gloves

Current HSE guidance on Disposable gloves can be found here:

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

## Hand Sanitiser

Sanitiser is highly flammable and toxic if consumed.

When using hand gel, use a small amount and **make sure all the liquid has evaporated before touching any surfaces or commencing any other task**. Ensure your hands are dry and vapours dispersed after using alcohol hand gel especially before smoking or vaping. There have been reported incidents of persons receiving burns to their hands whilst lighting cigarettes or from touching a surface and the static electricity created causing the gel to ignite. (Reference safety alert on Alcohol Hand Gel Flammability below)

### SAFETY ALERT APRIL 2020

#### SAFETY ALERT- ALCOHOL HAND GEL - FLAMMABILITY


**WHAT HAPPENED**

Both of the incidents described below occurred outside of G4S, but with the volume of alcohol hand sanitiser / gel currently being used due to COVID-19, they are relevant.

1. A worker used alcohol based hand sanitiser as recommended during the COVID-19 pandemic. The person touched a metal surface before the liquid had evaporated. Due to static electricity, the vapour from the hand sanitiser ignited with an almost invisible flame on both hands. The person quickly managed to get to a sink to extinguish the flames.
2. A worker had applied alcohol hand sanitiser and then gone for a cigarette. They cupped their hands around their cigarette lighter, as they lit the cigarette. The alcohol vapour ignited causing skin burns.

**CONSEQUENCE**

Both incidents resulted in skin burns. Incident 1 caused first and second degree burns - see the photograph opposite.



**ADVICE**

The WHO advises that the benefits of hand sanitiser far outweigh any potential fire risks and the risk is minimal. Users just need to be careful and use a small amount and make sure all the liquid has evaporated before touching any surfaces or commencing any other task. Staff should be advised to let their hands dry and the vapours disperse after using alcohol handrub especially before smoking or vaping. Do not store any bottles of hand sanitiser beside heat sources or open flames.

Do not store any bottles of hand sanitiser beside heat sources or open flames.

## Face Masks/Coverings

Information on face masks and coverings can be found here:

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

## Vehicle cleaning

RGIs should carry out their own risk assessments and consider thoroughly clean the contact points in their vehicle each day to prevent the cross contamination or spread of COVID-19, contact areas and cleaning procedures are described further in Sections 7 and 8 of this document.

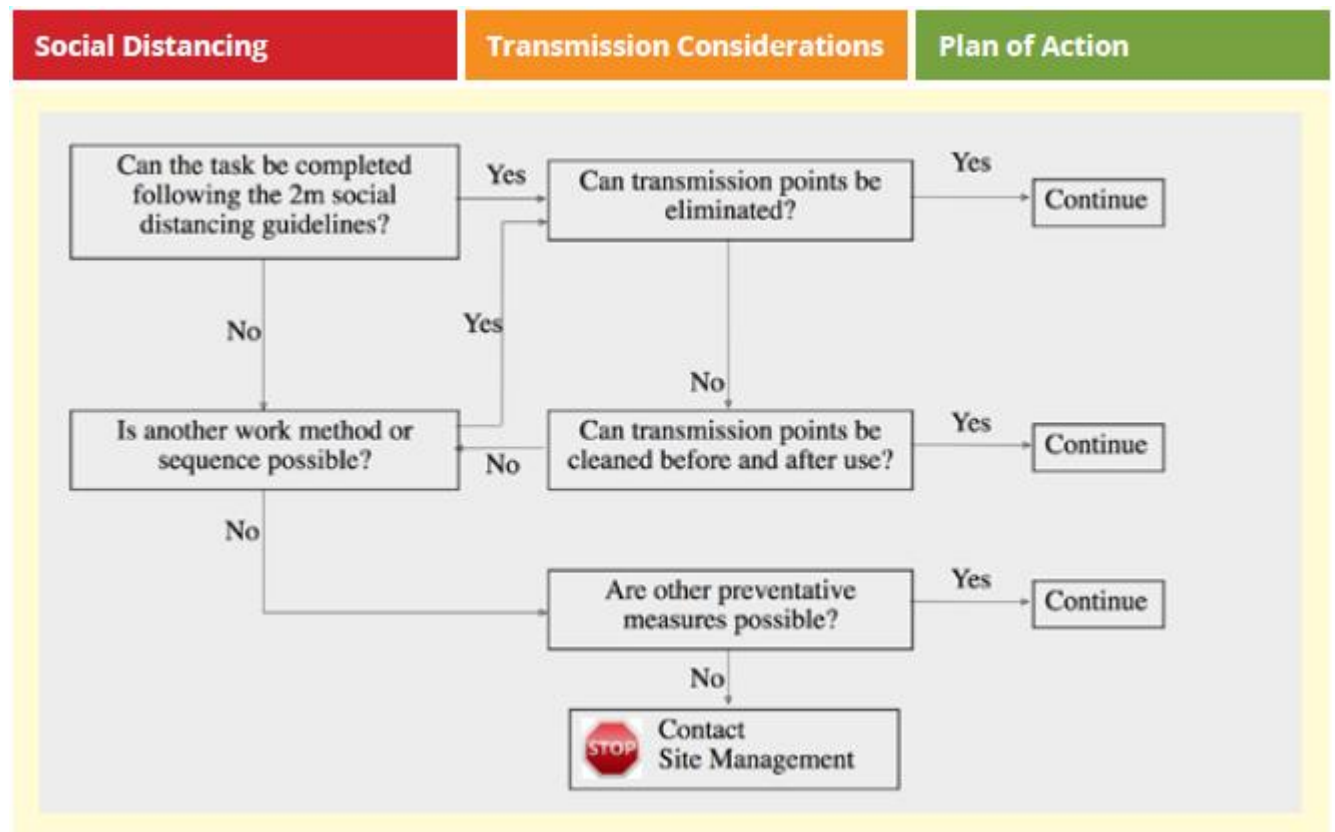
# 6 Social Distancing

## What is social distancing?

Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of a COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.

In order to slow the transmission rate of COVID-19, a social distancing of minimum 2m is recommended by the HSE.

*The flow chart below is provided to assist in the review of work processes with social distancing in mind.*



## 7 Prevention of cross contamination

The potential for cross contamination is higher where there are high levels of surface contact points such as; boiler control panels, heating control panels, thermostat knobs, gas control knobs, electrical switches etc.

### Control Measures

The following are the controls measures RGII have introduced to prevent cross-contamination during inspections:

- Ensure Personal Protective Equipment is worn
- Where possible, ask that persons inside the house re-locate to a different room while work is being carried out
- If persons cannot move into a different room, ask that they always keep to the recommended social distances from you
- Be especially mindful of vulnerable persons, and ask that they move to a separate room or reconsider if the work must take place
- If you deem required, disinfect any surfaces that you will need to touch before beginning work (boiler control panels, heating control panels, thermostat knobs, gas control knobs, electrical switches etc.)
- Avoid touching your eyes, nose and mouth – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself
- Practice good respiratory hygiene, that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water
- Carry out the work with due regard to your own personal safety
- Wash hands frequently and thoroughly using soap and water or use alcohol-based hand-sanitiser once you have left the premises, remove, dispose and/or sanitise any PPE used

### Cleaning to Prevent Contamination

Enhanced cleaning procedures should be in place to prevent cross contamination, particularly at touch points including:

- Door handles and push plates
- Handrails on staircases and corridors
- Testing equipment and controls
- Communications equipment
- Regular cleaning of training facilities, handrails and touch points should be undertaken.

### Contact Points within a vehicle



- Steering wheel
- Gearstick
- Handbrake
- Door Handles
- Radio & Infotainment Controls
- Steering Column (Indicators, Windscreen Wipers, Cruise Control)
- Elbow Rests
- Seat Position Controls
- Door Frame

#### **Tools, Equipment and Plant**

All tools and equipment should be properly sanitised to prevent cross contamination.

## 8 COVID-19 Suspected or Confirmed Cases

Please refer to Appendix 6 for HSA checklist

### **Suspect COVID-19 Case at work**

If an RGI or a member of the public becomes unwell and believe they have been exposed to COVID-19:

- If an RGI becomes unwell in the workplace with symptoms such as cough, fever, difficulty breathing, the RGI should remove themselves to an area which is at least 2 metres away from other people. If possible, find a space or area where they can be isolated behind a closed door, such as their vehicle. If it is possible to open a window, do so for ventilation. The RGI should wear face mask to prevent contamination of area and close by personnel.
- The individual who is unwell should call their doctor and should outline their current symptoms. Whilst they wait advice, ideally, they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- The RGI or workplace will be contacted by the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. Please inform your inspector if you contract COVID-19 and have had a recent inspection.
- A risk assessment of each setting will be undertaken by HSE with the workplace. Advice on the management of staff and members of the public will be based on this assessment. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

### **Confirmed COVID-19 Case at Work**

If a confirmed case is identified, the HSE will provide the relevant staff with advice.

These staff include:

- any employee in close face-to-face or touching contact
- talking with or being coughed on for any length of time while the person was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups
- any person living in the same household as a confirmed case
- Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:

- those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.
- they will be actively followed up by the HSE
- if they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment
- if they become unwell with cough and/or fever they will be tested for COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.

RGIs who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work following the return to work protocol.

*Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.*

## 8.1 Cleaning spaces with suspect or confirmed cases

Please find more information on cleaning and disinfection checklist in Appendix 4 or [here](#).

RGIs should follow the advice below when cleaning areas they have been in contact with;

- It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (COVID-19) case has left will reduce the risk of passing the infection on to other people
- If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- For cleaning purposes, face masks should be worn, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

### Vehicle disinfection process

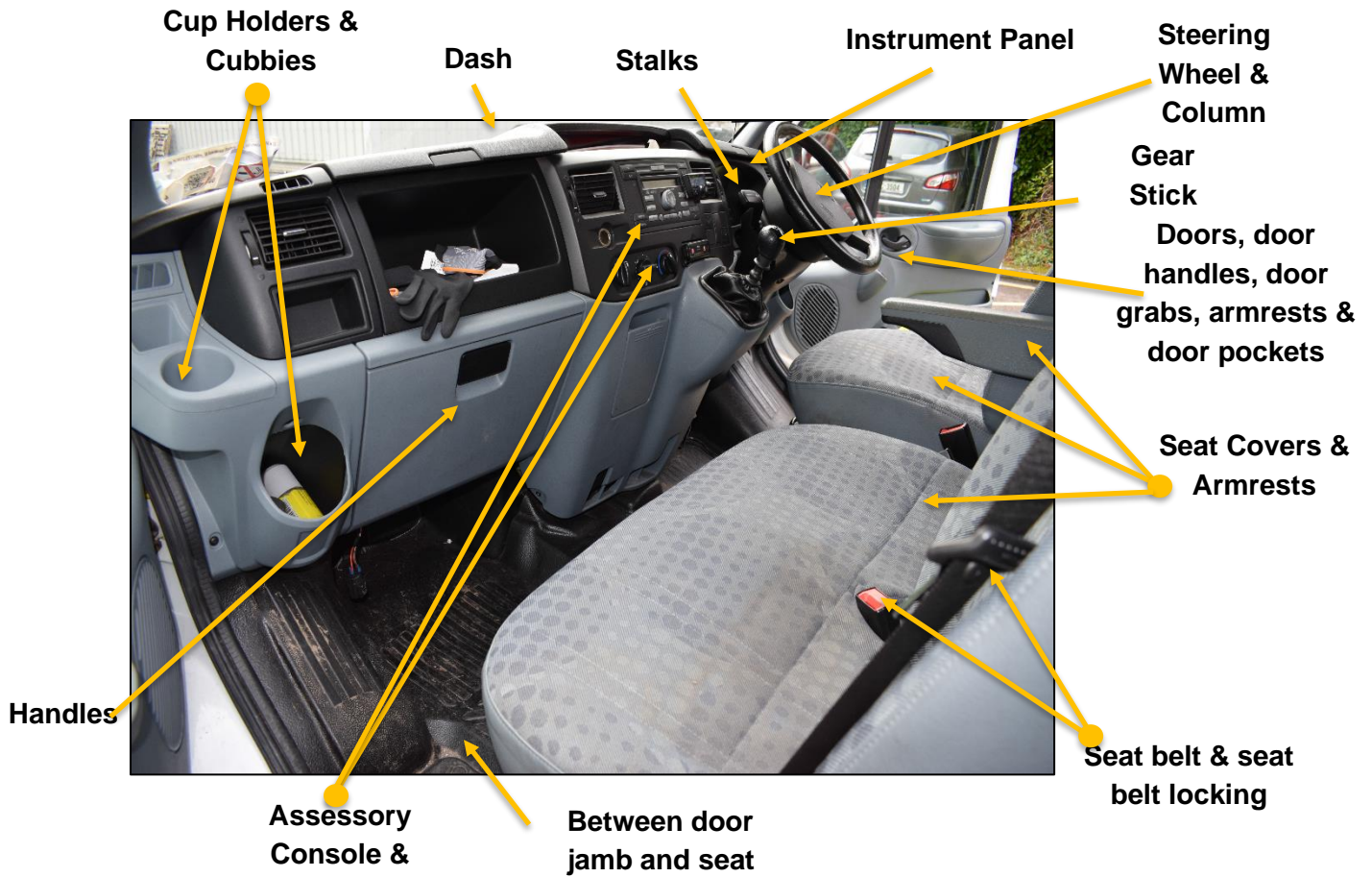
- Staff engaged in vehicle cleaning and disinfection should wear standard PPE when performing these activities e.g. uniform – which is removed and frequently



washed in warm water – disposable single use protective gloves and eye protection glasses as a minimum.

- Wait for a minimum of 4 hours since exited by previous driver before opening the vehicle.
- Use an approved disinfectant and some wipes. Follow disinfectant directions for use and safety precautions.
- Clean the vehicle key and all of the external door handles at each side and rear of the vehicle.
- Open all the cab doors.
- Clean and disinfect surfaces using the disinfectant, including:
  - Dashboard
  - Instrument panel
  - Steering column/wheel
  - Gear-stick
  - Accessory panel
  - Centre console
  - Cup holder & compartments
  - Seats and armrests (be careful to wipe rather than soak these surfaces - the alcohol in the solution is what breaks down the physical structure of the virus not the mechanical action of cleaning)
  - Between centre console and seats & between doorjambs and seats
  - Doors, door pockets & internal door handles
  - Seat belt locking mechanisms
  - Grab handles (in cab and cargo areas)
  - Rear view mirror/reverse camera monitor, stalks & switches
  - In cargo area drawer/cabinet handles/workbench and vice (where fitted)
  - Essentially anything that may have been touched (especially frequently touched) by the previous driver.
- Allow seats to dry fully.
- Carefully dispose of used gloves and wipes. Waste material produced during the cleaning should be placed in the unsorted garbage
- Do not use the same cleaning wipes to disinfect another vehicle.
- Wash your hands with soap and water or alcohol hand rub.

## Driver Compartment cleaning areas



Centre console (if present) and handbrake



## 9 Timeline for re-introduction of Audit & Inspections

Government have published guidelines and timetable for the re-opening of the country<sup>5</sup>, specific areas that relate to RGII have been detailed in the table below. RGII are cognisant of the fact that restrictions may be re-imposed if a further outbreak of the disease is found by the HSE and the National Public Health Emergency Team. Therefore, the proposed return to work is detailed in the phased approach aligning with the government timeline.

As RGIs and RGII inspectors mainly carry out inspections indoors and in people's homes, the proposed return to full time work is proposed at the beginning of phase 2, where the government are allowing 'social house visits'.

### **Timetable for re-introduction of Audit & Inspections**

See timetable below for recovery of Audit & Inspections

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<sup>5</sup> [Roadmap for Reopening Society and Business](#)

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>Economy/Work Measures</b>	<p>Applying a risk-based approach:</p> <p>Permit phased return of outdoor workers (e.g. construction workers, gardeners, including people working on allotments). Social distancing requirements continue to apply.</p> <p>Continue to maintain remote working for all workers / businesses that can do so.</p>	<p>Applying a risk-based approach:</p> <p>Permit phased return of workers, such as solitary and other workers that, due to nature of work, can maintain 2m distance constantly. Social distancing requirements continue to apply.</p> <p>Continue to maintain remote working for all workers / businesses that can do so.</p> <p>Organisations to develop plans for return to onsite working by employees in light of COVID-19 considering:</p> <p>Social distancing compliance Hygiene and cleaning Compliance in higher risk situations</p> <p>State to develop mechanism for supporting, advising on, assessing, regulating planning for return to onsite working by organisations.</p>	<p>Applying a risk-based approach:</p> <p>Organisations where employees have low levels of daily interaction with people and where social distancing can be maintained.</p> <p>Continue to maintain remote working for all workers / businesses that can do so.</p>	<p>Applying a risk-based return to onsite working:</p> <p>Organisations where employees cannot remote work to be considered first for return to onsite working arrangements. Depending on business, shift work, staggered hours etc should be operated to increase % of workforce available for work in any 24-hour period, as long as they can limit the number of workers interacting with each other.</p> <p>Continue to maintain remote working for all workers / businesses that can do so.</p>	<p>Applying a risk-based return to onsite working applicable fairly across all sectors:</p> <p>Phased “return to onsite working” arrangement</p> <p>‘Higher risk’ organisations which by their nature cannot easily maintain social distancing implement plans for how they can eventually progress towards onsite return of full staff complement.</p>

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>Community Health</b>	Continue to avoid non-essential social visiting	Up to four people may visit another household for a short period of time while maintaining strict social distancing		Small social (non-family) gatherings limited to a maximum number of participants for a limited period of time where social distancing can be maintained  Slightly larger number of people may visit another household for a short period of time while maintaining social distancing	
<b>Retail &amp; Commercial Activities</b>	Applying a risk-based approach:  Open retail outlets that are primarily outdoor (e.g. garden centres, hardware stores, farmers markets) Open retail outlets that were open in Tier 2 (e.g. homeware, opticians, motor, bicycle & repair, office products, electrical, IT, phone sales & repair etc.) Retailers to develop plan for safe operation and protection of staff and customers considering: Social distancing compliance Hygiene and cleaning Compliance in higher risk situations Extended opening hours to enable social distancing	Applying a risk-based approach:  Small retail outlets with small number of staff on basis that the retailer can control number of individuals that staff and customers interact with at any one time Open marts where social distancing can be maintained	Applying a risk-based approach:  Phase in opening of all other non-essential retail outlets on basis of restriction on the number of staff and customers per square metre so that social distancing can be maintained. To be limited to retail outlets with street-level entrance and exit i.e. which are not in enclosed shopping centres due to higher risk.	Applying a risk-based approach:  Commence loosening restrictions on higher risk services involving direct physical contact for periods of time between people and for which there is a population-wide demand (e.g. hairdressers, barbers).	Opening of enclosed shopping centres where social distancing can be maintained.  Further loosening of restrictions on services involving direct physical contact for periods of time between people for which there is not a population-wide demand (e.g. tattoo, piercing) for later phases due to risk.

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
<b>RGII Actions</b>	<p>Complete induction training for RGII Inspectors, including safe practices of work during COVID-19.</p> <p>Communicate inspection process and plan to Inspectors and RGIs</p> <p>Carry out application inspections for applicants where HSE guidelines and social distancing can be adhered to.</p> <p>Continue to monitor certificate sales and high-risk RGIs engaging in gas work. Begin to arrange inspections for Phase 2</p>	<p>Applying a risk-based approach:</p> <p>Begin inspection of RGIs who have not been inspected in over 12 months</p> <p>Begin inspections where RGIs have carried out work and a meter connection has been requested to GNI</p> <p>Communicate to RGIs that inspections will be carried out during this phase</p>	<p>Applying a risk-based approach:</p> <p>Continue to monitor progress and productivity during the ramp up phase of inspections</p>	<p>Applying a risk-based approach:</p> <p>Increase productivity of inspections where possible and all HSE Guidelines can be adhered to.</p>	<p>Applying a risk-based approach:</p> <p>Where possible, return to 'normal' productivity and increase inspection targets during the beginning of the heating period.</p>

## 10 Appendix 1 COVID-19 Precautions when Meeting with and inspecting RGIs at their Customers Premises

RGII are publishing the following document to assist RGIs when considering entering premises for their work.

**DISCLAIMER: The information contained in this document is for educational purposes only and is non-exhaustive. It is not intended to provide legal or health advice to RGIs or any third parties, and RGIs, or any third parties, should not rely upon the information contained herein to provide any such advice. Any views or opinions presented in this document are solely those of the Register of Gas Installers Ireland. Register of Gas Installers Ireland do not provide any warranty, express or implied, of this document's accuracy or completeness. Register of Gas Installers Ireland, and/or its servants or agents, 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 document and, in particular, reliance solely on the contents of this document.**



## COVID-19 Precautions when Meeting with and inspecting RGIs at their Customers Premises

Document No.: COP-G-014-048

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# 1 Scope

This document specifies precautions to be taken when meeting RGIs at customers' premises to carry out inspection of gas work completed by the RGI, in order to minimise the possibility of COVID-19 transmission.

This document is applicable to RGII staff visiting customers at their premises for the duration of the COVID-19 Pandemic crisis.

## 2 Pre-inspection requirements

**If you are self-isolating stay at home and follow [HSE guideline Coronavirus \(COVID-19\)](#) - HSE.ie**

**RGII staff are only permitted to attend customer premises if they are in good health. Each member of staff is required to make a judgement call to assess their health beforehand.**

If one or more of the following symptoms are being experienced, interacting with any customer/member of the public is forbidden until you have been informed it is safe to do so.

The main symptoms are:

- [a cough](#) - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- [fever \(high temperature - 38 degrees Celsius or above\)](#) or chills
- **Other symptoms** are fatigue, headaches, sore throat, aches and pains.

If you are experiencing one, some, or all of the main symptoms you will need to self-isolate and phone your GP.

## 3 Precautions when Meeting with Customers at their Premises

All RGII Inspectors should ensure they apply the following precautions (based on [HSE Guidelines Protect yourself and others](#) and guidance from Chief Medical Officer) before entering a member of the public's premises.

**CAUTION:** When entering a customer's premises during the COVID-19 crisis it is of paramount importance that the control measures as outlined in this document are followed. **By following the control measures, Customers and Staff members are protected as far as is reasonably practicable from COVID-19 no matter what the status of the persons i.e. Symptomatic, asymptomatic, self-isolating or cocooning.**

Wearing of gloves as an alternative to washing of hand/use of hand sanitiser is not recommended

Using masks is not required and is unlikely to be of benefit if you are well, however if a staff member wishes to wear a mask this is permitted.

### 3.1 Before Entering premises

- i. Ensure **antiseptic wipes and hand sanitiser** are available prior to entering the customer's premises.
- ii. Thoroughly **wash hands and/or use hand sanitiser**.
- iii. **Standard facemask** may be worn if staff member or RGI/customer feel more comfortable
- iv. **Contact the Customer/ RGI**, select one of these options:
  - Phone from outside the property to let them know you have arrived, or
  - Ring doorbell with knuckle (or knock on door with knuckles) and stand back 2 metres from the door.
- v. **Discuss the following** with the customer:
  - ✓ Having confirmed the customer is acceptable for inspection to take place, explain what the inspection entails and where you will be throughout the house, wear a mask if they feel more comfortable,
  - ✓ Inform them that you are feeling well,
  - ✓ Request that they keep everyone in the premises away from you and the areas you are inspecting while you are in the property (minimum 2 metres). Explain to the customer that if the 2 metres separation is not possible or is not maintained you may have to leave the premises.

### 3.2 Entering and inspecting

Maintain 2 metres distance from all persons as is reasonably practicable.

- i. **Do not shake hands.**
- ii. **Minimise touching surfaces** like door handles, doorbell etc. with open hand and/or finger tips.
- iii. Observe **good hygiene practices** when coughing and sneezing:
  - a. cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
  - b. put used tissues into a bin and wash your hands
  - c. do not touch your eyes, nose or mouth if your hands are not clean
- iv. Request the RGI **direct you to the location of gas equipment and they ensure no one comes within 2 metres of you** while you are in the property.
- v. **Wipe down with antiseptic wipes all surfaces** which will be touched before starting work.

- vi. If any of these controls cannot be maintained e.g. 2 metres separation
  - a. Ensure the location safe (e.g. soundness test from meter/cylinder/tank)
  - b. Leave the premises while informing the customer the reason for leaving
  - c. Contact Gas Safety Manager for advice how to proceed

### 3.3 Leaving the premises

- i. **Wipe down the work area and/or any surfaces** that may have been touched.
- ii. When finished **remove any waste** generated including wipes.
- iii. **Apply hand sanitiser** after you have exited the premises, and before you enter your vehicle.

## 12 Appendix 2 HSA Key Control Measures checklist

COVID-19 Return to Work Safely Protocol - Employer Checklist No.2			
Control Measures			
<p>These checklists have been prepared to help employers, owners 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 workers. Further information can be found at <a href="http://www.Gov.ie">www.Gov.ie</a>, <a href="http://www.hse.ie">www.hse.ie</a>, <a href="http://www.hpsc.ie">www.hpsc.ie</a> and <a href="http://www.hsa.ie">www.hsa.ie</a></p>			
No	Topic	Yes/No	Action Required
	<b>Hand Hygiene Facilities:</b>		
1.	Are there enough hand washing and hand sanitising stations in place to accommodate workers, visitors/customers adhering to hand hygiene measures?		
2.	<p>Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed?</p> <p>Have you considered:</p> <ul style="list-style-type: none"> <li>• all entry/exit points</li> <li>• high traffic areas</li> <li>• the need for workers to wash their hands before, during or after a work task</li> <li>• the distance workers are from hand washing /hand sanitising facilities including wash/bathrooms</li> <li>• the number of workers and any shift arrangements</li> </ul>		
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser?		
	<b>Hand sanitising</b>		
4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?		
5.	Are there stations at entry/exit points to the workplace?		
6.	Are there stations in areas that have high touchpoints or high footfall?		
	<b>Employee awareness around hand hygiene in the workplace</b>		
7.	Have you informed workers about the importance of hand washing?		
8.	Have you trained/shown workers <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly? (HSE video resource available)		
9.	Have you shown workers how to use hand sanitiser correctly and where hand-sanitising stations are located?		
10.	Have you <a href="#">displayed posters</a> on how to wash hands correctly in appropriate locations?		

11.	<p>Have you told workers and others when they need to wash their hands?</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
12.	Have you provided facilities for outdoor workers to frequently practice hand hygiene?		
13.	Have you provided workers with hand sanitiser for use in work vehicles?		
	<b>Respiratory hygiene</b>		
14.	<p>Have you told workers of good respiratory measures to limit the spread of the virus:</p> <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered bin</li> </ul>		
15.	Have you made tissues available to workers and covered bins or bin bags for their safe disposal?		
16.	Is there a system in place to regularly empty bins so they don't over fill?		
	<b>Physical Distancing – staying 2 metres apart</b>		
17.	Have you looked at how you can change the layout of your workplace to allow for physical distancing?		
18.	Have you a system to regularly remind workers to stay 2 metres apart?		
19.	Have you identified the activities that involve interacting with customers, visitors and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible?		
20.	Can you rearrange working times and shifts to minimise the number of people at work together?		
21.	Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks)		
22.	Can you organise workers into teams who consistently work and take breaks together?		
23.	If it's not possible to maintain physical distancing in the canteen, have you considered making alternative arrangements?		

24.	Can you provide a one way system for entering and exiting the workplace, where practical?		
25.	Have you implemented physical distancing for outdoor work activities?		
26.	Where workers are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the <a href="#">Return to Work Safely Protocol (Pg.18)</a> ?		
27.	Have you reduced the number of people working in enclosed spaces by: <ul style="list-style-type: none"> <li>• facilitating working from home</li> <li>• reducing the number of work tasks</li> <li>• postponing non-essential work</li> <li>• modifying work tasks?</li> </ul>		
28.	Have you put floor markings in place to remind everyone in the workplace of the 2 metre physical distance required?		
29.	If it is not possible to ensure a 2 metre physical distance between workers, have you put in place alternative measures: <ul style="list-style-type: none"> <li>• installed physical barriers, such as clear plastic sneeze guards between workers</li> <li>• to maintain at least a distance of 1 metre or as much distance as is practical</li> <li>• to minimise any direct worker close contact</li> <li>• to provide hand washing or hand sanitising aids nearby, so that hands can be cleaned as soon as the task is complete</li> <li>• made face masks available to workers in line with Public Health advice and ensuring that masks are clean and not shared or handled by other workers.</li> </ul> <p><b>Note:</b> wearing face masks is not a substitute for other measures outlined above.</p>		
30.	Have you staggered entry into the workplace including the entry of customers or clients?		
	<b>Minimising Contact</b>		
31.	Have you minimised the need for business trips or for workers to gather for meetings and interactions e.g. by making available technology for online or phone meetings?		
32.	If workers have to meet, do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible?		
33.	Have you put in place a system that eliminates or reduces the need for workers to travel together in vehicles?		
34.	In the case where vehicles must be shared, have you told workers to sit as far apart as possible, to wear face coverings, and to clean the frequently touched surfaces in the vehicle as a minimum at the start and end of each shift?		
35.	Have you advised workers to travel alone if using their cars for work?		



36.	Have you told workers to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?		
	<b>Personal Protective Equipment (PPE) [Guidance open to change]</b>		
37.	Note: PPE use cannot take the place of other preventative measures. For COVID-19, employers should check public health advice. Gloves are generally not required for infection prevention and control and are not a substitute for hand hygiene.		
38.	Has the correct PPE been identified based on the hazard and worker work activity?		
39.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?		
40.	Have you trained workers in the correct fitting, use, removal, cleaning, storing and disposal of PPE?		
41.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?		
	<b>At Risk Groups</b>		
42.	Have you determined which, if any of your workers are at higher risk from COVID-19? Check out <a href="#">HSE At Risk groups</a> .		
43.	Have you enabled at risk or vulnerable workers to work from home where possible?		
44.	Have you enabled at risk workers to maintain a physical distance of 2 metres?		
	<b>Changes to Work Practices</b>		
45.	Have you considered other changes to work practices to minimise the spread of COVID-19?		
46.	Have you arranged for safe delivery of goods to the workplace?		
	<b>Visiting Contractors / Workers</b>		
47.	Are there arrangements in place to inform other workers, contractors or visitors of the workplace measures to help prevent the spread of infection?		
48.	Is there a system for recording visits to the site/workplace by workers and others, as well as visits by workers to other sites? (COVID-19 Contact log)		
	<b>Additional Information</b>		

## 13 Appendix 3 HSA Planning and Preparing checklist

<b>COVID-19 Return to Work Safely Protocol – Employer Checklist No. 1</b> <b>Planning and Preparing</b>			
These checklists have been prepared to help owners and managers to get their business up and running again in a way that will help prevent the spread of Covid-19. Further information can be found at <a href="http://www.Gov.ie">www.Gov.ie</a> , <a href="http://www.hse.ie">www.hse.ie</a> , <a href="http://www.hpsc.ie">www.hpsc.ie</a> and <a href="http://www.hsa.ie">www.hsa.ie</a>			
No	Control	Yes/No	Action needed
1.	Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice?		
2.	Have you prepared / revised your business COVID-19 response plan?		
3.	Have you a system in place to provide your workers with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them?		
4.	Have you consulted with your workers <sup>6</sup> on measures, provided a system for workers to raise issues or concerns and to have them responded to?		
5.	Have you identified the control measures you will need to put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)		
6.	Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19?		
7.	Have you updated your emergency plans, in particular to take account of physical distancing?		
8.	Have you sent each worker a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? (See template Return-to-Work form )		
9.	Have you sent each worker information on the <a href="#">HSE guidance on people most at-risk</a> and asked them to tell you if they fall into any of these categories?		
10.	Have you assessed who can do their work from home and given them the facility to do so, in particular at-risk or vulnerable workers?		
11.	Have you told workers they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?		
12.	Have you appointed and trained a Worker Representative to help advise workers and to monitor compliance with COVID-19 control measures in the workplace?		
13.	Have you agreed with workers <sup>1</sup> about any adjustment of staff rosters, organising of teams, breaks etc. needed to reduce the number of people in the workplace at any one time and to maintain physical distancing?		

<sup>6</sup> and Trade Unions were applicable

14.	Have you updated your workplace induction / familiarisation training to include all information relating to COVID-19? (See Checklist No. 3)		
15.	Have you organised to carry out meetings, training and information sessions online or by phone as far as possible?		
16.	Have you identified the activities that involve interacting with customers / visitors and put in place measures to prevent physical contact, as far as possible?		
17.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?		
18.	Have you stopped all non-essential business / work travel?		
19.	Are the number of workers sharing a vehicle kept to a minimum, are face coverings provided and are workers informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift?		
20.	Have you advised workers to clean their hands before and after using public transport before arriving to work?		
21.	Have you set up workstations, desks and tables to help with physical distancing?		
22.	Have you put in place supports for workers who may be suffering from anxiety or stress and told your staff about these supports?		
	<b>Personal Protective Equipment (PPE)</b>		
23.	Have you identified, selected and sourced the PPE needed for your workers and arranged enough supplies of it?		
24.	Have you arranged to train your workers in the proper fitting, use, removal, cleaning, storing and disposal of PPE?		
25.	Have your first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks?		
26.	If you have mechanical ventilation does it need cleaning or maintenance before the workplace reopens?		
27.	Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire's Disease?		
28.	Have you lifting or other equipment (e.g. lifts, forklifts, tail-lifts, autoclaves, etc.) due a statutory examination and have you arranged for a competent person to do this before the workplace reopens? (See <a href="#">HSA FAQ's</a> )		
29.	Has this competent person provided you with details of how they plan to do this task safely and what they require from you to do so?		
30.	Have you visually checked, or had someone check, all vehicles and equipment in the workplace for signs of deterioration or damage before workers use it again?		
31.	Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned?		
	<b>Additional Information</b>		

## 14 Appendix 4 HSA Cleaning and Disinfection checklist

<b>COVID-19 Return to Work Safely Protocol - Employer Checklist No.5</b> <b>Cleaning and Disinfection</b>			
<p>These checklists have been prepared to help employers, 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 will help you to put additional cleaning and disinfection measures in place at your workplace.</p> <p>Further information can be found at <a href="http://www.Gov.ie">www.Gov.ie</a>, <a href="http://www.hse.ie">www.hse.ie</a>, <a href="http://www.hpsc.ie">www.hpsc.ie</a> and <a href="http://www.hsa.ie">www.hsa.ie</a></p>			
No.	Topic	Yes/No	Action Required
1.	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?		
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?		
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?		
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example <ul style="list-style-type: none"> <li>• table tops and desks</li> <li>• door handles and light switches</li> <li>• toilets and toilet doors, taps</li> <li>• remote controls</li> <li>• kettles, coffee machines, toasters, microwave, fridge handles</li> <li>• kitchen surfaces and cupboard handles?</li> </ul>		
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?		
6.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?		
7.	Have you provided workers with cleaning materials such as disinfectant or wipes to keep their own workspace clean?		
8.	Have you told workers what they need to do to keep their own workspace clean?		
9.	Workers are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have you told workers to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?		
10.	Have no-touch bins been provided, where practical?		
11.	Have arrangements been made for the regular and safe emptying of bins?		
12.	Have you sufficient cleaning materials available to allow for increased cleaning?		
13.	Have cleaning staff been trained in the new cleaning arrangements?		
14.	Have staff been instructed to read and follow instructions on the product label/ Safety Data Sheet for any cleaning product(s) before use and that where relevant appropriate PPE is worn by cleaners?		

15.	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?		
16.	Is there is system in place for the disposable of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.		
17.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		
18.	Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?		
	<b>Additional Information</b>		

## 15 Appendix 5 HSA Workers checklist

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

#### Workers

This checklist has been developed to help inform workers about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and workers must work together to protect everyone at the workplace. 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)

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to work?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
4.	Do you know <a href="#">how the virus is spread</a> ?		
5.	Have you completed COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
6.	Have you told your employer if you fall into any of the <a href="#">at-risk categories</a> ?		
7.	Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) ?		
8.	Did your employer consult <sup>7</sup> with you when putting these control measures in place?		
9.	Have you co-operated with your employer to make sure these control measures are maintained?		
10.	Do you know who your Worker Representative is and how to contact him / her?		
11.	Do you know how to contact your Worker Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> </ul>		

<sup>7</sup> And Trade Union if applicable

	<ul style="list-style-type: none"> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
15.	Do you know where your nearest hand washing / hand sanitising stations are?		
16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?		
18.	Do you know to avoid any physical contact with colleagues, customers or visitors?		
19.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See Checklist No. 4)		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?		
22.	Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19??		
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19?		
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
25.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
28.	Can you avoid work-related travel as far as possible and are you able to conduct meetings with colleagues / clients / customers in other forms e.g. phone, online rather than in person?		
29.	If using your own car for work, will you travel alone?		
30.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		

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



## 16 Appendix 6 HSA Dealing with a suspected case of COVID-19 Checklist

<b>COVID-19 Return to Work Protocol – Employer Checklist No. 4</b> <b>Dealing with a Suspected Case of Covid-19</b>			
These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. Further information can be found at <a href="http://www.Gov.ie">www.Gov.ie</a> , <a href="http://www.hse.ie">www.hse.ie</a> , <a href="http://www.hpsc.ie">www.hpsc.ie</a> and <a href="http://www.hsa.ie">www.hsa.ie</a>			
No	Control	Yes/No	Action needed
<b>Procedures and Information</b>			
1.	Have you a system in place to identify and isolate workers or others who start to display symptoms of COVID-19 in the workplace?		
2.	Have you a COVID-19 contact / group work log in place to facilitate contact tracing?		
3.	Have you informed workers of the purpose of the log?		
4.	Have you consulted with workers <sup>8</sup> on the purpose of the isolation procedure and when it should be used?		
5.	Have you displayed the COVID-19 posters in suitable locations highlighting the <a href="#">signs and symptoms of COVID-19</a> ?		
<b>Instructions if a person(s) develops signs and symptoms of COVID-19 at work</b>			
6.	Have you instructed your workers about what they need to do if they develop signs and symptoms at work?		
7.	Have you provided your workers with up to date public health information on COVID-19 issued by the <a href="#">HSE</a> , <a href="#">HPSC</a> and <a href="#">GOV.ie</a> ?		
<b>Reporting</b>			
8.	Have you made your workers aware of reporting procedures if they develop signs and symptoms at work for COVID-19?		
<b>Response team</b>			
9.	Have you appointed a manager to deal with any suspected case of COVID-19?		
10.	Have you allocated workers to support a response team(s) to deal with a suspected case of COVID-19 in the workplace and trained this team in what actions to take?		
<b>Isolation area(s)</b>			
11.	Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19?		
12.	Is this isolation area accessible, including to workers with disabilities?		
13.	Is the route to the isolation area accessible?		
14.	Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. If more than one person is displaying		

<sup>8</sup> and Trade Unions were applicable

	signs and symptoms of COVID-19, are there additional isolation areas?		
15.	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> <li>• ventilation, e.g. fresh air ventilation/ability to open a window</li> <li>• tissues</li> <li>• hand sanitiser</li> <li>• disinfectant and/or wipes</li> <li>• gloves, masks</li> <li>• waste bags</li> <li>• pedal-operated, closed bin</li> </ul>		
	<b>Isolating a person(s) displaying COVID-19 symptoms</b>		
16.	Are procedures in place for the manager or a member of the isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them?		
17.	Is the manager and response team familiar with this procedure?		
18.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?		
19.	Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building?		
	<b>Arranging for the person to leave workplace/Exit Strategy</b>		
20.	Have you established, by asking them, if the affected person feels well enough to travel home?		
21.	If the affected person considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home?		
22.	If the affected person feels unable to go home, has the manager/isolation team let them remain in isolation, and enabled them to call their GP?		
23.	Has the affected person been advised to avoid touching other people, surfaces and objects?		
24.	Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided?		
25.	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?		
26.	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?		
27.	Has the affected person been advised they must not use public transport?		
28.	Has the affected person been advised to continue wearing the face mask until they reach home?		
	<b>Follow-up</b>		
29.	Have you carried out an assessment of the incident to identify any follow-up actions needed?		

30.	Are you available to provide advice and assistance if contacted by the HSE?		
	<b>Disinfection</b>		
31.	Have you taken the isolation area and any work areas where the person was involved out-of-use until cleaned and disinfected?		
32.	Have you arranged for cleaning and disinfection of the isolation area and any work areas involved, at least one hour after the affected person has left the building?		
33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?		
	<b>Additional Information</b>		

**Name.....signature.....Date.....**

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## 17 Appendix 7 HSA Induction checklist

COVID-19 Return to Work Safely Protocol – Employer Checklist No. 3				
Induction / Familiarisation				
<p>These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. The usual induction, or workplace familiarisation, for new employees will have to be revised to include measures to help prevent the spread of the virus. All workers must be brought through this COVID induction before starting back to work.</p>				
	Control	Yes	No	Action needed
1.	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to workers?			
2.	Have you a completed COVID-19 return-to-work form for each worker at the induction? (See template Return-to-Work form)			
3.	Have you covered the <a href="#">signs and symptoms of COVID-19</a> ?			
4.	Have you explained to workers <a href="#">how the virus is spread</a> ?			
5.	Have you covered the control measures you have put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)			
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to workers?			
7.	Have you given workers information on <a href="#">At Risk Groups</a> and asked them to let you know privately if they fall into any of these categories?			
8.	Have you told workers they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?			
9.	Have you told workers what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? (See Checklist No. 4)			
10.	Have you told workers of the purpose of the COVID-19 contact log in the workplace?			
11.	Have you covered any relevant changes in your business COVID-19 response plan? (See template COVID-19 Response Plan)			
12.	Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?			
13.	Have you included information on changes to your emergency plans?			
14.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?			
15.	Have you identified the Worker Representative(s) to all workers and explained what their purpose is?			
16.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc ?			

17.	Have you told workers to wash their hands before leaving home and on arrival in the workplace, and at <a href="#">regular intervals throughout the day</a> (Pg.16)?			
18.	Have you explained the importance of workers avoiding touching their faces?			
19.	Have you explained the need for workers to avoid physical contact with colleagues, customers or visitors?			
20.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.?			
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?			
22.	Have you provided each worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?			
23.	Have you advised workers of the public health recommendation to use a face covering on public transport?			
24.	Have you advised workers to reduce work-related travel as far as possible and provided means for them to have meeting in other ways e.g. phone/ online rather than in person?			
25.	Have you advised workers to travel alone if using their cars for work?			
26.	Have you advised workers who have to share a vehicle to wear a face covering and to clean the vehicle's frequently touched surfaces at the start and end of each shift?			
27.	Have you told workers about the supports available to them if they are feeling anxious or stressed?			
28.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
29.	Have you a system that allows your workers to raise issues or concerns and have these responded to?			
	<b>Additional Information</b>			

Name.....Signature.....Date.....

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