

2020

COVID-19

Work Safely Manual

Cork City Council

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Comhairle Cathrach Chorcaí
Cork City Council

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1. Introduction

This Work Safely Manual was created as a response to the COVID-19 Pandemic. This manual provides for guidance on best practice to ensure the Health, Safety and Welfare of the staff of Cork City Council. We aim to mitigate the risk associated with this current COVID-19 Pandemic. This document is subject to ongoing change and revision.

2. Responsibility

The main responsibility for monitoring and updating remains with the People & Organisational Directorate in collaboration with the Senior Management Team. This is a living document which is subject to change due to the evolving nature of the COVID-19 Pandemic and its effects on the workforce.

3. Purpose & Scope

The purpose of this document is to consolidate national best practice, in line with Government and HSE recommendations in relation to the management of COVID-19. This high-level document sets out the general principles to be applied to protect employees and to minimise the risk of spread of COVID-19 in the workplace. The document has been drafted in accordance with the Government's Return to Work Safely Protocol. This information can be used to inform the development or customisation of local policy and procedure documentation.

4. Terms of Reference

1. CCC Pathway towards Normal Operations (this document is subject to modifications)
2. LA COVID-19 Work Safely Health & Safety Guidance
3. Appendices
 - a. Work Safely Induction & Guidance Training Programme (PowerPoint)
 - b. COVID-19 LA Standard Operating Guidance
 - c. CCMA – Priority Actions in Reopening Services within the Planning System

Contents

Revision History	2
1. Introduction	3
2. Responsibility	3
3. Purpose & Scope	3
4. Terms of Reference	3
Section 1	7
Section 2 – LA COVID-19 Work Safely Health & Safety Guidance	11
Purpose	11
Additional Information	11
Coronavirus (COVID-19)	12
How the virus is spread	12
Symptoms	12
Protection against getting COVID-19	12
Cough Etiquette / Respiratory Hygiene	12
Cleaning	13
Physical Distancing	13
Section 3 COVID-19 Reopening Local Authorities	14
Employer:	14
Employees:	15
At Risk/Vulnerable Workers	15
General Principles to be applied during COVID-19	16
Health and Safety Documentation	16
Communication, Consultation and Participation	16
Statutory Training	16
Well Being in the Workplace	17
First Aid Responder	17
Compliance with COVID-19 Control Measures	18
Section 4 - COVID-19 Key Control Measures	19
Office Spaces	19
Building Entrances	19
Public Counters	19
Office Arrangements	20
Cleaning Arrangements	21
Meetings	21
Canteen and Eating Arrangements	21

Toilet Facilities	22
Passenger Lift Usage	22
Travel to / from Work	23
Section 5 - COVID-19 Key Control Measures	24
Outdoor Activities	24
General Site Work Principles during COVID-19	24
Using Council Vehicles	24
General Site Work Activities	25
Close Working Activities	27
Inductions, Toolbox Talks & Site Meetings	29
Welfare Facilities / Eating on Construction Sites	29
Management of Deliveries to Sites	29
Changing Facilities, Showers, Drying	30
Tools, Plant & Equipment	30
COVID-19 Contractor Safety	30
COVID-19 Personal Protective Equipment	30
Appendices	33
APPENDIX 1	34
COVID-19 Suspect Cases at Work	34
What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19	34
APPENDIX 2	36
Confirmed COVID-19 Case at Work	36
APPENDIX 3	37
COVID-19 Employee Return to Work Process – Suspected / Confirmed Case	37
APPENDIX 4	39
COVID-19 Sample Self-Declaration Form (Suspect / Confirmed Case)	39
APPENDIX 5	40
COVID-19 Sample Pre- Return to Work Form	40
APPENDIX 6	41
First Aid Responder Guidance	41
APPENDIX 7	43
COVID -19 Statutory Training Updates	43
Safe Pass	43
Chapter 8 of the Traffic Signs Manual 2019	43
Basic and Advanced Trench Reinstatement	43

First Aid Responder Training	43
Certificate of Professional Competence Cards	43
APPENDIX 8	44
Latest Updates, Advice & Information.....	44
APPENDIX 9	45
Putting on / Removal of Personal Protective Equipment	45
APPENDIX 10	48
Sample COVID -19 Site Compliance Checklist.....	48
APPENDIX 11	49
Guidance on Contact Logging/Tracing	49
Section 6 - COVID-19 Induction & Guidance Training Programme	53
Section 7 - COVID-19 Local Authority Standard Operating Guidance (SOG)	65
CC COVID-19 Policy Statement	136
Section 8 - Priority Actions in Reopening Services within the Planning System	137
Introduction	137
Communications	137
Standard Operating Guidance (SOGs).....	137
Site Inspections	138
Guidance on Construction Hours.....	138
Operation of Development Management Function	138
Enforcement	139
Part VIII Schemes	139
Pre-planning.....	139
Statutory Plans.....	139

Section 1

Cork City Council Pathway Towards Normal Operations

Cork City Council has prepared a pathway towards re-establishing normal operations as society makes arrangements and adapts to living with the Covid 19 pandemic. The Council will operate in line with Government directions and sectoral guidance in response to having to live and work with Covid - 19. The Taoiseach has announced the triggers and framework for a phased reduction of Covid - 19 related restrictions in five stages commencing on the 18th May 2020. That framework involves gradually reopening society and the economy while suppressing Covid-19 to a level that can be tolerated by health services capacity; there always will of course be a risk of future waves of the virus and repeated local or national lockdown measures. The Council will continually monitor the situation as time progresses and will take action, as necessary.

The Council will re-establish work practices in a way that reduces the risks to its staff, their families, and the public in general. The Covid 19 virus is a constant which means that we all have a responsibility to be more careful than ever in helping to contain its spread and carry out public health recommendations such as social distancing, respiratory etiquette and hand washing. These will still be critical requirements; ultimately these measures will help keep people safe.

The Council is fully aware and appreciative of the effort put in by its staff over the past months since the unwelcome arrival of Covid 19 to these shores. This has been publicly acknowledged and as a public body, the Council and its staff will continue to fulfil their public service duties on the front line and in facilitating the awakening of the local economy and society. The local authority will be to the fore in supporting residents, business and the public in returning to work and re-establishing commercial and cultural life in the City.

We are all in this together and we need to cooperate to sustain our society, keep ourselves and our families safe and play our part in suppressing the spread of the virus. This is a defining time in our history and while moving ahead with caution and constant consideration for others, we as a public service need to keep the show on the road and while doing so use better and more sustainable ways of working, where possible. We have all learned new ways of doing things already in these short few weeks; we must continue to do so and adapt as society finds its way through these extraordinary times.

The Council has prepared a schedule of documentation entitled *A Pathway Towards Normal Operations* which is based on and includes guidance documents and Standard Operating Procedures prepared for local authorities by the LGMA. These protocols and procedures will guide in the reestablishment of our services. The Pathway series sets out a range of protocols and operating procedures which are necessary to help keep us all, our families and the public safe. It is planned that these protocols will be adopted locally and adapted where necessary to suit either section or site conditions. It will be the responsibility of each Directorate to review its work activities in light of these protocols and adapt pre-established approaches as necessary in light of the changed

circumstances and new overarching guidance. Our approach going forward will involve caution and common sense while still progressing with the delivery of essential public services.

Induction Training:

The first step on the Pathway for all employees is to receive induction training in work re-establishment with Covid-19 arrangements. All employees are asked to continue with their present arrangements until they are contacted by their direct line manager in the Council. The line manager will outline updated requirements including arrangements for each employee to undergo an induction process. Once an employee has completed the induction training, the direct line manager will make appropriate arrangements on realignment of operations in each case.

Re-establishment will be gradual:

The pandemic has presented many work challenges and new demands. The flexibility shown by staff in taking on new roles both in the local authority and with HSE has been central to the Council's response and has been extremely well received by the public. Clearly not all former work practices will resume immediately and the Council will continue to be called upon to respond flexibly to emerging demands that will continue to be placed on the local authority as a result of COVID 19. As such the reestablishment of services will be characterised by a gradual and flexible approach.

Occupational Health and Safety Rules imposed by the pandemic must be observed:

This is critical and includes social distancing, cleansing, personal hygiene, and respiratory etiquette as described above and in the document.

Caring: Childcare and other special caring circumstances including caring for vulnerable persons:

If an *at risk or vulnerable* worker cannot work from home and must be in the workplace, the Council can arrange that they are preferentially supported to maintain a physical distance of 2 metres. In other cases where special circumstances including childcare issues exist or care for vulnerable significant others, appropriate arrangements can be made including roster staggering, which can be agreed with the relevant Directorate.

Remote Working:

Temporary remote working solutions were implemented to address the initial challenges posed by COVID 19. The Council is examining how best to enable organisational resilience both now and in the future and a detailed remote working policy to meet the future needs of the organisation is currently being prepared.

Welfare:

In support of social distancing requirements mechanisms will be put in place to stagger assembly and breaks. Enhanced and regular cleaning of welfare facilities must also be in place and maintained for as long as required. Onsite welfare facilities will need to be reviewed and their use carefully managed. Sanitising facilities and practices are very important.

Office Space / Desks:

A preliminary exercise conducted indicates that there are 670 desks in City Hall and Civic Offices. To accommodate social distancing this would reduce to 407 desks, a shortfall of 263 desks, accepting that not all 670 desks are fully occupied. A review has been undertaken to review the additional capacity. This will include use of smaller meeting rooms, the co-working space, and off-site offices, libraries, museum, depots etc. They are currently being reviewed in terms of space and IT capability. The co-working space and the *shaft room* have been repurposed to accommodate forty staff members and these placements are currently being actioned. In some instances, directorates have already achieved social distancing, and where this is the case, these have been documented.

Social Distancing:

All outdoor and indoor staff should adhere to social distancing. Area Engineers, Resident Engineers, Supervisors and Foremen need to review all work practices, schedules and structures to ensure that social distancing, cleansing and respiratory etiquette are being adhered to. This will involve a fundamental review of how we do things and structure our work processes and work gangs. Transport to and from sites will also need to be modified to take account of the ongoing social distancing requirements. The attached SOPs will need to be adapted to reflect local site and work conditions across the range of activities being undertaken. Indoor staff should take responsibility to ensure that their social distancing is maintained by using, where possible, telephones and video conferencing to meet. Where physical meetings are necessary, please ensure that there is sufficient room to adhere to social distancing.

Health & Safety:

Health & Safety statements are being reviewed across all Directorates.

The Safe System of Work Plans (SSWPs) need to be updated to include consideration of health and safety interventions needed at sites. This will be guided centrally. Processes and procedures, risk assessments and work practices are being reviewed and modified as required. This may include the provision of tissues and bins, the maintenance of logs to facilitate contact tracing and enhanced safety notices.

Directorate Risk Assessments must also be updated to reflect the changes in the Corporate Risk Register that address COVID 19.

Consultation:

Posters/leaflets to advise employees of the hazards associated with COVID – 19 and the measures taken to prevent the disease have been prepared by the HSE and are displayed at various locations in City Council buildings.

The Council will also convene regular meetings of the Partnership committee as a forum to consult with workers on safety measures to be implemented in the workplace.

Flexible Working Arrangements:

Flexible working arrangements may not be suitable for all functions carried out by the Council. That said, where it is possible, flexible working times from 7am to 10pm seven days a week will continue to deliver better scope for social distancing. This arrangement will continue until the 4th September 2020 at which stage the need for, and approach to roster staggering and flexible working arrangements will be reviewed.

The Council is aware and understands that this is a most anxious time for everybody, but especially for families having to care for children and other vulnerable family members. Every situation is unique and we must support each other, so if there is a particular concern or circumstance please approach your line manager or the People and Organisational Directorate in confidence so that we can help you find a solution that works so that you can continue to progress your career with the Council during this pandemic interruption.

Ongoing Support:

It is important to remember that this will be a changing situation, we are all as humans coping with heightened risk. It may be necessary at times to adjust these pathway arrangements accordingly as we learn more. Your immediate line manager will be in communication with you and support you at this time.

Should you have any queries or concerns please make contact with your line manager. This is a two-way street; it is important that we get feedback and suggested improvements from the workforce, so please engage with your line manager with any suggestions or feedback. We are all in this together, this must be a team effort. It is us against the virus.

The Council is proud of its staff and is thankful for its support during these testing times. Ireland is making great progress with the controlling of this pandemic; we will prevail if we stick together. Your further cooperation is appreciated.

Section 2 – LA COVID-19 Work Safely Health & Safety Guidance

Purpose

This document reflects a shared collaborative approach between employers and workers and is key to protecting against the spread of COVID-19 in the workplace. Employers and workers will have regular engagement about COVID-19 and preventative measures in the workplace. The approach to COVID 19 will reflect the positive engagement which we have had with Trade Unions in the sector and their support for safety at work of their members. Local Authorities believe that we all as employers, Trade Unions and workers have a shared responsibility to implement the measures contained in this document in our place of work. A collaborative approach to the implementation of the protocol is essential to achieve success and maximum buy-in. Each Local Authority will appoint worker representatives charged with ensuring that COVID-19 measures are strictly adhered to.

The document has been developed under the aegis of the Local Authority Health & Safety Operational Committee and it is intended that a number of supplementary guidance operational documents will be developed to support its implementation and provide additional guidance for the various activities carried out across the sector.

As advice in relation to COVID-19 continues to evolve, these guidelines will be kept under review and any future national guidance will be incorporated, as necessary.

Additional Information

Local Authorities should continue to refer to the latest public health advice at www.gov.ie and www.hse.ie.

The DPER Guidance and FAQs for Public Service Employers during COVID-19 contains specific advice on steps to take if an employee becomes unwell due to COVID-19 and this has been incorporated in this guidance.

The Health and Safety Authority has produced [guidance for temporary home working arrangements during COVID-19 \(click here\)](#). The Data Protection Commission have also issued useful guidance on protecting personal data when [working remotely \(click here\)](#).

Please refer to Appendix 5 for a reference list of public health advice, updates and other relevant information.

Coronavirus (COVID-19)

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a new (novel) virus called Coronavirus.

How the virus is spread	
	COVID-19 is spread in sneeze or cough droplets. You could get the virus if you: • Come into close contact with someone who has the virus and is coughing or sneezing • Touch surfaces that someone who has the virus has coughed and sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)
Symptoms	
  	The most common symptoms include: • Fever (temperature) • Cough – this can be any kind of cough, not just dry • Shortness of breath or breathing difficulties It can take up to 14 days for symptoms to appear. Any employee displaying symptoms of COVID-19 should not attend the workplace. Persons displaying symptoms must contact their GP, self-isolate and not attend work for 14 days.
Protection against getting COVID-19	
 Wash your hands well and often to avoid contamination	Wash hands regularly and avoid touching your face with hands. Hand gels with at least 60% alcohol content can be used if soap and water and not available. See HSE for posters & videos on correct hand washing techniques https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html
Cough Etiquette / Respiratory Hygiene	
 Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue	One of the best ways to prevent person to person spread of respiratory viruses, including COVID-19 is to use proper hand hygiene and respiratory etiquette. Follow this advice as strictly as possible and encourage others to follow too. Do ✓ Wash your hands properly and often. ✓ 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.

Cleaning	
 Clean and disinfect frequently touched objects and surfaces	Enhanced cleaning regimes should be implemented ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.

Physical Distancing

Physical distancing (also known as social distancing) aims, through a variety of means, to decrease or interrupt the spread of COVID-19. It does this by minimising contact between potentially infected individuals and healthy individuals.

The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

The recommendations for physical distancing are to:

- keep 2 metres of space between you and other people,
- implement a no hand shaking policy,
- avoid any crowded places,
- office space must be organised in such a way that physical distances are maintained,
- Where possible, organise employees into teams /crews who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done,
- organise breaks in such a way as to facilitate maintenance of physical distancing,
- conduct meetings as much as possible using online remote means. Where face to face meetings are necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times,
- reorganise and rearrange working and break areas. For example, placing tables and chairs far enough apart in canteens,
- provide one-way systems for access/egress routes in the workplace where practicable
- implement physical distancing during any outdoor work activity. For outdoor work activities, facilities for frequent hand hygiene should be available.

In settings where 2 metre separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example:

- Install temporary physical barriers, such as clear plastic guards between employees for the duration of the pandemic.
- Maintain at least a distance of 1 metre or as much distance as is reasonably practicable.
- Provide hand washing facilities, and other hand hygiene aids, such as hand sanitisers, wipes etc. that are readily accessible to employees

Section 3 COVID-19 Reopening Local Authorities

In these exceptional circumstances and given the ongoing risk posed by COVID-19, it is necessary to put in place measures to protect staff and the public.

Employer:

1. Develop and/or update the COVID-19 Business Response Plan
2. Carry out a review of all workspaces to ensure that physical distancing measures can be adhered to. A combination of office working, remote working, extended working day and weekend working arrangements should be explored. Working arrangements should be rotated where possible to ensure that employees are being treated with fairness and equity and to comply with Organisation of Working Time Act.
3. Develop or amend policies and procedures for prompt identification and isolation of workers who may have symptoms of COVID-19. The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues or others at the workplace. Refer to:
 - a. Appendix 1 for Sample Procedure on Dealing with COVID-19 Suspect Cases at Work.
 - b. Appendix 2 for Sample Procedure for COVID-19 Confirmed Case at Work
 - c. Appendix 3 for COVID-19 Employee Return to Work Process – Suspected / Confirmed Case
4. Establish and issue a pre-return to work form. This form is required for employees who have been remote working and any new staff being recruited. This form should seek confirmation that the employee, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test. A template Pre-Return to Work Form is attached at Appendix 5.
5. Provide COVID-19 induction training for all employees.
6. Update risk assessments and safety statements to address the level(s) of risk associated with various workplaces and work activities, taking into account worker's individual risk factors (e.g. vulnerable workers).
7. Arrange for the putting in place of the necessary controls identified in the risk assessment to prevent the spread of COVID-19 in the workplace.

8. Keep a log of contact/group work to facilitate contact tracing.

Note: If temperature testing by Employers becomes a future requirement of the Public Health advice, local authorities will then be required to implement that practice.

Developments in this regard are being monitored and guidelines will be updated accordingly.

Employees:

1. complete and return the pre-return to work form when requested to do so.
2. inform their line manager / HR if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
3. self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
4. stay out of work until all symptoms have cleared following self-isolation.
5. report to Line Managers immediately if any symptoms develop during work.
6. participate in any COVID-19 induction training provided.
7. Make themselves aware of the signs and symptoms of COVID-19 and monitor their own well-being.
8. follow the public health advice and guidance (such as frequent hand washing, respiratory etiquette and physical distancing) as well as any specific measures in place to help prevent the spread of COVID-19 in the workplace.

At Risk/Vulnerable Workers

At Risk/Vulnerable workers should be enabled to work from home where possible. If an at risk or vulnerable worker cannot work from home and must be in the workplace, Local Authorities must ensure that they are supported to maintain a physical distance of 2 metres.

General Principles to be applied during COVID-19

- 1. Reduce** - the number of persons in any work area to comply with the 2-metre physical distancing guideline recommended by the HSE.
- 2. Review** - work practices, mindful of close working arrangements. Employees should be encouraged to self-assess their task for physical distancing and transmission points.
- 3. Supervise** – monitoring compliance to ensure physical distancing, hygiene rules and COVID –19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.

Health and Safety Documentation

As is the HSA advice, employers should review, risk assess their work practices and where possible mitigate the risk of transfer of COVID-19 within the workplace to as low a level as is reasonably practicable. Relevant health and safety documentation should be reviewed to take account of any changes to the work activity that may arise following implementation of the public health recommendations. Relevant changes to documentation should be communicated to employees. It is important to note that all existing Health and Safety provisions continue to apply during this time.

Communication, Consultation and Participation

Workplace controls to comply with infection prevention measures included in this document should be communicated to all employees. Employers should also communicate with safety representatives selected or appointed under the Occupational Health and Safety legislation and consult with workers on safety measures to be implemented in the workplace as per established mechanisms in place.

Posters and/or leaflets to advise employees of the hazards associated with COVID-19 and the measures taken to prevent the disease have been prepared by the HSE and should be displayed at various locations in buildings and made available to employees. These are available to download here:

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

Statutory Training

The LGMA has circulated information on statutory training; i.e. CSCS, Safe Pass, Manual Handling, PHECC. Where staff training is required to ensure that Local Authorities can demonstrate that they have exercised their duty of care, then and only where they have a trainer, who is qualified to deliver that training and where physical distancing restrictions can be enforced, can the training go ahead.

Each Local Authority should consult with their Health and Safety and Training Officers to assess the types of training that can be delivered safely.

Refer to Appendix 7 for statutory training updates.

Well Being in the Workplace

Infectious disease outbreaks like coronavirus (COVID-19), can be worrying and can affect your mental health. Employees should be reminded of the Employee Assistance Programmes or Occupational Health Service available.

There are also many online resources available which can be accessed at the links below:

<https://www2.hse.ie/wellbeing/mental-health/minding-your-mental-health-during-the-coronavirus-outbreak.html>

<https://www.gov.ie/en/campaigns/together/?referrer=/together/>

A number of service providers offer online and phone mental health supports and services, see link:

<https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/news/supports-and-services-during-covid-19.html>

The Government's "In This Together Campaign" also provides information on minding one's mental health as well as tips on staying active and connected and may be useful for use by employers and workers: <https://www.gov.ie/en/campaigns/together/?referrer=/together/>

First Aid Responder

In the event that first aid is required in the workplace it may not be possible to maintain a distance of 2 metres. Employees who are designated First Aid Responders will be provided with briefing on infection prevention and control principles including hand hygiene and appropriate use of personal protective clothing and equipment when delivering first aid.

Further advice on first aid is available from the Pre Hospital Emergency Care Council (PHECC):

https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx

Refer to Appendix 6 for First Aid Responder Guidance.

Compliance with COVID-19 Control Measures

The Chief Executive may assign responsibility for COVID –19 compliance to a specific person(s) for the duration of the pandemic. This will be a decision for each individual Local Authority. Monitoring compliance will require ensuring that physical distancing, hygiene rules and COVID–19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.

It is important to note that compliance with COVID-19 control measures is the responsibility of everyone and must be supported by all in order to protect health and reduce the spread of COVID-19. Compliance checks with COVID-19 may include checking the following measures are in place and being adhered to:

- Adequate signage
- Physical Distancing
- Hand Washing
- Cough/Sneeze Etiquette
- Safety Documentation
- Risk Assessment
- Increased cleaning regimes where required
- Staggering breaks, lunch times, etc
- Correct use and disposal of PPE

Section 4 - COVID-19 Key Control Measures

Office Spaces

Building Entrances

- Hand sanitizers should be made available at main entry and also at locations throughout the premises.
- Ensure a visible display of HSE Covid19 safety notices (click link)
<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

Public Counters

The following should be considered for public counters when reopened to the public.

- Manage physical interaction with the public as much as is reasonably practicable through revised working arrangements, for example advise the public to do business online, by phone or by appointment.
- Employees should avoid spending more than 15 minutes within 2 metres of members of the public.
- Consideration should be given to the installation of temporary physical barriers, for the duration of the pandemic, to minimise contact between employees and the public.
- Implement an enhanced cleaning regime paying particular attention to high touch points.
- Display the advice on the COVID-19 measures in visible locations.

Office Arrangements

The recommendations in relation to Office Spaces are as follows:

- Carry out a risk assessment to determine the number of employees allowed in each work location ensuring a 2m distance can be achieved.
- Manage office layout as required to ensure individuals are seated 2m apart e.g. in a 4-pod station only 2 diagonally should be occupied at any one time, unless 2m distance can be achieved in the pod with normal seating arrangements
- In situations where a 2-metre separation cannot be achieved, consideration to be given to installing temporary physical barriers, such as clear plastic guards between employees, for the duration of the pandemic.
- Provide essential cleaning materials for employees to keep their own workspace clean
- Promote use of emails, phones and I.T software rather than face to face contact in the office.
- It is important to reduce the movement of employees between offices/floors and when discussions are needed, do so by phone or email where possible
- Limit, if possible, non-essential visitors attending offices.
- Modify use of hot desks to ensure that these are made available to identified staff and have appropriate cleaning materials available for employees to clean the area before using.
- Minimise handling of paper documents and cash where possible.
- Air conditioning is not generally considered as contributing significantly to the spread of COVID-19. Switching off air conditioning is not required to manage the risk of COVID-19. For offices without air conditioning adequate ventilation is encouraged, for example, by opening windows where feasible etc.

(Ref: Return to Work Protocol Safely Protocol COVID-19 Specific National Protocol for Employers and Workers)

Cleaning Arrangements

- Implement thorough and regular cleaning of frequently touched surfaces, paying particular attention also to washroom facilities and communal spaces.
- Cleaning should be performed at least twice per day and whenever facilities are visibly dirty.
- provide workers with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).
- increase number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.

Meetings

- Meeting should be conducted as much as possible using online remote means.
- Where face to face meetings are necessary:
 - Ensure the 2m distance is adhered to.
 - Keep room well ventilated.
 - Limit the attendance numbers.
 - Keep the meeting time as brief as possible.
 - No hand shaking or close contact with other individuals.
 - Welfare facilities/Hand sanitiser / wipes to be made available at the meeting room or at the building location.

Canteen and Eating Arrangements

- A risk assessment should be carried out to determine the appropriate number of employees who can be facilitated in canteen/kitchen areas at any one time.
- Ensure a seating arrangement which complies with the 2m distancing.
- Break times should be staggered to reduce congestion and contact.
- Employees should wash their hands before eating.
- Hand cleaning facilities or hand sanitiser should be available at the canteen/ kitchen entrance and exit.
- implement a queue management system with correct distance markings to avoid queues at food counters and tray return points

- COVID-19 information posters should be prominently displayed.
- Payments should be taken by contactless card wherever possible.
- All rubbish should be disposed in a suitable bin.
- Tables should be cleared by employees when finished eating and cleaned between each use.
- Employees should not share objects that touch their mouth, for example, bottles or cups.

Toilet Facilities

- Employees must adhere to physical distancing when using toilet facilities
- Ensure adequate provision of soap and hand washing facilities.
- Provide clear pictorial guides for washing hands (See HSE Posters advice <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>)
- Review and enhance the cleaning regimes for toilet facilities, particularly frequently touched surfaces such as door handles, locks, taps and the toilet flushing mechanisms.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Passenger Lift Usage

- Encourage employees not to use lifts in buildings if possible and to use the stairs instead.
- If using passenger lift, ensure physical distancing can be maintained.
- Ensure signage informs lift users of rules of usage for the duration of the pandemic.

Travel to / from Work

- Where an employee exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work.
- Parking arrangements for additional cars and bicycles may need to be considered as alternative travel arrangements may be made by employees during this time.
- If availing of public transport, sit 2m apart from others and minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
- Practise personal protective measures by avoiding touching eyes, nose or mouth and cleaning your hands often.

Section 5 - COVID-19 Key Control Measures

Outdoor Activities

General Site Work Principles during COVID-19

- 1. Reduce** - the number of persons-in any work area to comply with the 2 metre physical distancing guideline recommended by the HSE (e.g. relocate workers to other tasks, review work schedule and task sequence, consider staggered starting and finishing times etc.).
- 2. Review** - work practices, mindful of close working arrangements. Employees should be encouraged to self-assess their task for physical distancing and transmission points.
- 3. Supervise** – monitoring compliance is to ensure physical distancing, hygiene rules and COVID –19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.

Using Council Vehicles

- The occupancy level of vehicles is to be minimised and single occupancy for vehicles is preferable.
- If more than one per person per vehicle, the following measures should be followed:
 - Employees should not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.
 - Sit as far apart as the vehicle allows.
 - Passenger to travel in the back of the vehicle at left passenger side.
 - Keep windows of vehicles open, at least partially.
 - Practice good respiratory hygiene.
- Key touch points in vehicles are to be wiped regularly (e.g. door handles, steering wheel, handbrake, gear stick, radio controls) and hands sanitised before and after entering / exiting the vehicle. Hygienic wipes and hand sanitiser must be available for this purpose.

Note 1: IPB have agreed to extend the Local Authorities motor fleet policy to provide business use for these employees using personal vehicles for the period of the emergency. The cover level is agreed Comprehensive Cover. Management should keep a record of the employee's name and private insurance policy number.

Note 2: We are aware that a review is taking place to assess the viability of partitioning vehicles to facilitate higher occupancy levels and these guidelines will be updated

according. This will be a decision for each local authority. IPB has issued an advisory note to Local Authorities in relation to this issue. Local Authorities should ensure that they are informed about this item.

Note 3: Commercial Vehicle Roadworthiness (CVR) testing is currently suspended but vehicles should continue to be maintained in a road worthy condition.

Recommended Maximum Road Vehicle Seating Arrangements <i>(Ref: CIF Construction Sector C-19 Pandemic SOP)</i>		
Number of Seats	Max Number of Occupants	Seating Arrangements
2	1	1 driver
3	2	1 in the driving seat 1 in the far passenger seat
5	2	1 in the driving seat 1 in the far passenger seat

General Site Work Activities

- Employee should not attend site if they have COVID-19 symptoms and should be advised to leave the site and return to vehicle and follow HSE advice should they become unwell while at work.
- Reduce the number of people in any work area to comply with the 2 metre physical distancing guideline (e.g. review work schedule and task sequence, consider staggered starting and finishing times etc.)
- Ensure physical distancing by avoiding congregating in canteens / depots/ yards
- Review work practices, being particularly mindful of close working activities.
- Include COVID-19 controls in the site induction.
- Supervise to specifically monitor adherence to physical distancing.
- Regular cleaning of site welfare facilities.
- Individual PPE where required must be kept separately from other employees and under no circumstances should it be shared.
- Stagger Breaks.

- Inform line management of any works where the 2m physical distancing cannot be maintained.
- All shared tools and equipment to be sanitised before and after use.
- Comply with the rules regarding sharing of vehicles. Sanitise contact points regularly.
- Use ongoing toolbox talks to heighten and maintain awareness of employee responsibilities in the workplace in relation to physical distancing.

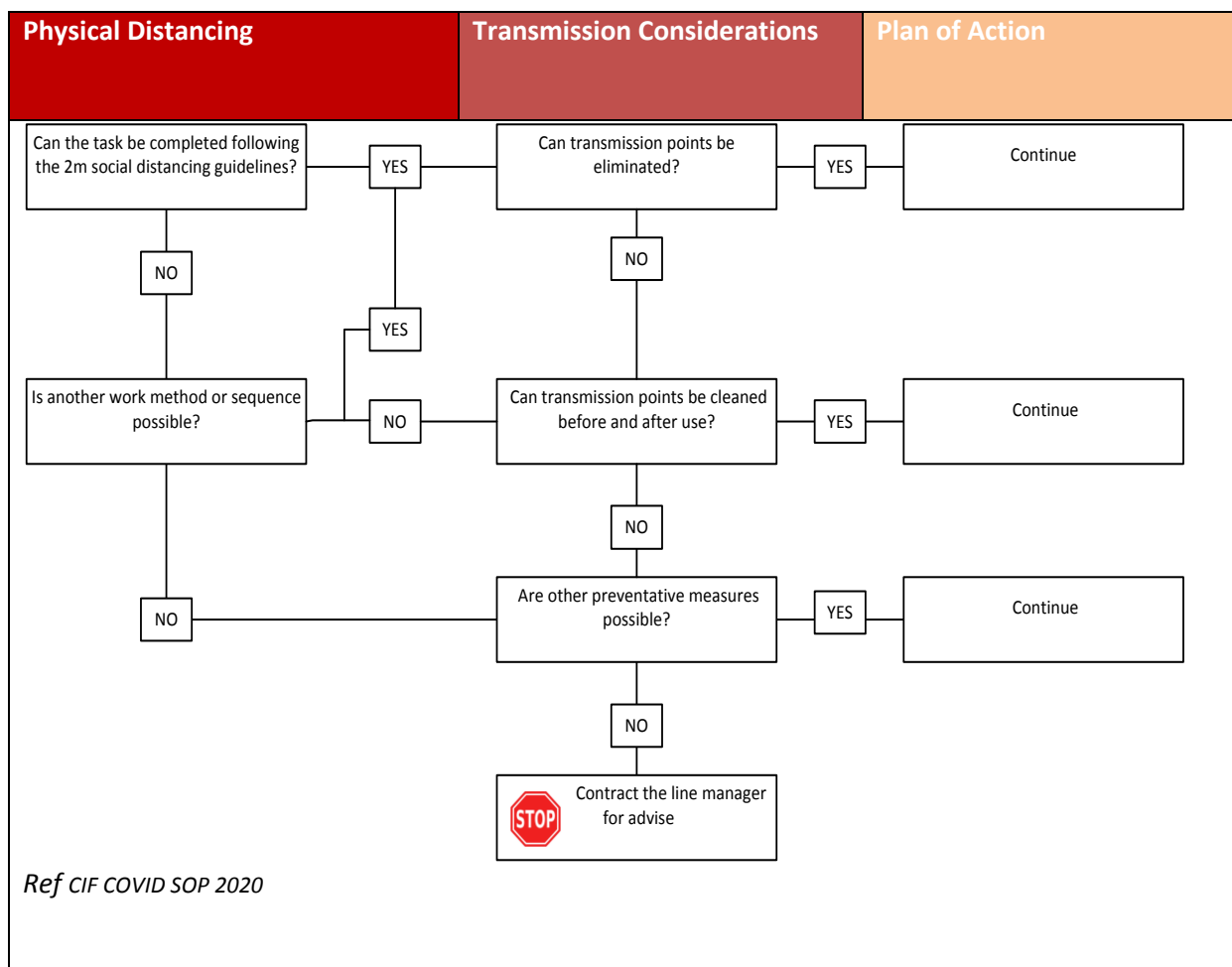
A sample COVID-19 Site Compliance Checklist is provided at Appendix 10.

Close Working Activities

Physical distancing is one of the key measures in the prevention of the spread of COVID-19, however there may be limited situations where close working cannot be avoided. This section provides guidance relating to COVID-19 for close working activities that must be completed where workers are less than 2m apart (<2m).

In the first instance, all options to eliminate the close working activity must be considered and exhausted.

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



Requirements for personnel prior to working within 2m of each other:

- Risk assessment carried out and control measures determined including PPE requirements.
- Limit the amount of time of close working to the absolute minimum.
- No employee, other than those required for the activity shall be permitted within a 2m exclusion zone.

Where possible / appropriate utilise:

- Queue management system with social distancing markings
- Barriers / partitions at points where regular interactions occur
- Increase ventilation levels
- Establish a 2m exclusion work zone

Hygiene to be maintained to a high standard:

- Clean hands before and after activity
- Avoid touching face
- Practice good respiratory hygiene and cough etiquette
- Work environment and equipment to be cleaned before and after activity
- Personnel to operate side by side, facing away from each other where possible

PPE required for close working activities is to be determined by Risk Assessment and local operating procedures.

Where used, PPE is to be removed and disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised. Refer to appendix 6 for further information.

Inductions, Toolbox Talks & Site Meetings

- Inductions, toolbox talks & site meetings should be conducted if possible, in an open-air setting.
- The 2m distance must be adhered to.
- Rooms should be well ventilated/windows open to allow fresh air circulation.
- Reduce the amount of paperwork and signatories on site documentation. Employees should use own pen for signing documentation.

Welfare Facilities / Eating on Construction Sites

- Break times should be staggered to reduce congestion and contact.
- Cleaning materials should be provided at these locations and numbers using them limited according to the space available.
- All rubbish should be disposed of appropriately.
- Tables should be cleared by employees when finished eating and cleaning between each use.
- Employees should not share objects that touch their mouth, for example, bottles or cups.
- Ensure hands are washed before eating.
- COVID information posters should be prominently displayed

Management of Deliveries to Sites

- All deliveries must be planned with allocated times for collections/appointments/deliveries.
- Ensure that all delivery transactions adhere to physical distancing.
- During the delivery, if it is necessary for the driver to exit the vehicle, (i.e. to lift out materials / to open a lorry Tail Gate etc.), Physical Distancing of 2 metres from any other personnel at the depot / yard, must be maintained at all times;

- Where possible arrange for paperless delivery acceptance and request electronic copy of the delivery dockets.

Changing Facilities, Showers, Drying

- Ensure enhanced cleaning of all changing and shower facilities.
- Use of facilities should be staggered to reduce congestion and contact.
- Provide suitable and sufficient bins in these areas with regular removal.

Tools, Plant & Equipment

- Avoid the sharing of tools and equipment as much as possible.
- Where more than one person is likely to use equipment and tools then they should ensure they are wiped down between use and also hands sanitised before and after use.
- Cleaning materials must be made available for this purpose.

COVID-19 Contractor Safety

- Prior to contractors returning to site to recommence construction, contact should be made with the Contractor to get confirmation that they can undertake the works in accordance with HSE & Government Guidelines with regard to physical distancing and other COVID 19 restrictions.
- Site supervision, inspections and audits must include compliance with public health advice on COVID-19.

COVID-19 Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures. The most important action employees can take to protect themselves from COVID-19 is regular hand-washing, good respiratory hygiene and follow physical distancing guidelines. PPE to be provided based on the outcome of the relevant risk assessment.

Further information on PPE is available at:

https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/.

Local Authorities and employees should keep up to date with the latest Public Health advice in relation to the wearing of PPE during the COVID-19 pandemic.

Face Masks

Current advice from the HSE is that there is no evidence that using facemasks is of any benefit to people who are not sick. Facemasks are only recommended to be worn by symptomatic individuals to reduce the risk of transmitting the infection to other people.

As a result, facemasks are not recommended for people working with the general public who are feeling well and do not have respiratory symptoms associated with Covid-19 (for example, cough, fever, shortness of breath).

However, in the context of COVID-19, facemasks should be available for the following:

- As identified by Risk Assessment.
- Specific circumstances relating to Covid-19 e.g. close working activity
- Suspect Case of COVID-19 - if someone becomes unwell in the workplace with symptoms such as cough, fever, breathing difficulties.

If masks are worn they should be clean and they should not be shared or handled by other colleagues.

Public Health advice in relation to the wearing of masks will continue to be monitored.

Disposable Gloves

Disposable gloves are generally not required for infection prevention and control purposes.

Wearing disposable gloves can give a false sense of security. Individuals may:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on;
- not wash your hands as often as needed;
- touch face with contaminated gloves;
- contaminate themselves when taking off the gloves or touching surfaces.

Where gloves are necessary:

- they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.
- Gloves should be disposed of after each use and/or if they become damaged/torn.

Disposable Overalls

- Single-Use disposable overalls may be provided for employees undertaking specific tasks during this unprecedented time e.g. close working activities. > 15 minutes within 2m.

Eye Protection

- Eye protection - safety goggles or safety glasses made available for staff, as appropriate. As per HSE guidance, employees should be advised to avoid touching face, particularly eyes, nose and mouth, at all times.

Refer to Appendix 9 for information putting on / removing of PPE.

Appendices

- Appendix 1 COVID-19 Suspect Case at Work
- Appendix 2 COVID-19 Confirmed Case at Work
- Appendix 3 COVID-19 Employee Return to Work Process – Suspected/Confirmed Case
- Appendix 4 COVID -19 Sample Self Declaration Form (Suspected / Confirmed Case
- Appendix 5 COVID-19 Sample Pre- Return to Work Form
- Appendix 6 First Aid Responder Guidance
- Appendix 7 COVID-19 Statutory Training Updates
- Appendix 8 Latest Updates, Advice and Information
- Appendix 9 Putting on / Removal of PPE
- Appendix 10 COVID-19 Sample Site Compliance Checklist
- Appendix 11 Guidance on Contact Logging/Tracing

APPENDIX 1

COVID-19 Suspect Cases at Work

What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19.

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the employee involved and their colleagues.

While an employee should not attend work if displaying any symptoms of COVID-19, the following steps outline the steps to deal with a suspected case that may arise during the course of work.

Local Authority must:

- Include a defined response structure that identifies the team(s) responsible for responding to a suspected case in the COVID-19 response plan
- Appoint an appropriate manager (s) for dealing with suspected cases.
- Identify a designated isolation area in advance. This designated area and the route to the designated area should be accessible and as far as is reasonable and practicable should be accessible by people with disabilities.
- Take into account the possibility of one or more persons displaying the signs of COVID-19 and have additional areas available or another contingency plan for dealing with same.
- Ensure the designated area has the ability to isolate the person behind a closed door.
- Where a closed door is not possible, move to an area away from other employees.
- Provide as is reasonably practicable:
 - Ventilation i.e. via a window
 - Tissues, hand sanitiser, disinfectant and or wipes
 - PPE; gloves and mask
 - Clinical waste bags.

If an employee displays symptoms of COVID-19 during work, the manager and the response team must:

- Isolate the employee and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- provide a mask for the person presenting with symptoms if one is available.
- The employee should wear the mask if in a common area with other people or while exiting the premises.
- Assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
- If employee not using own transport or not fit to travel alone, arrange transport home. Public transport of any kind should not be used.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor.
- The employee should avoid touching people, surfaces and objects.
- Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate cleaning of the isolation area and work areas involved
- Provide advice and assistance if contacted by the HSE.

APPENDIX 2

Confirmed COVID-19 Case at Work

- The HSE will make contact with the workplace to discuss the case, identify people who have been in contact with the employee and advise on any actions or precautions that should be taken.
- If a confirmed case is identified in the workplace, the HSE will provide the relevant employee with advice. Relevant employee includes: any employee in close face-to-face or touching contact for any length of time while the employee was symptomatic or anyone who has cleaned up any bodily fluids. Any employee 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.
- Employees who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

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.

Ref: HSE-Covid 19; Guidance for the business and retail sector (v 1.118.03.20)

APPENDIX 3

COVID-19 Employee Return to Work Process – Suspected / Confirmed Case

In the event of a worker either being a suspected/ confirmed case of COVID-19 or a known “close contact” with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration. These arrangements may not preclude employees from returning to work at home at an earlier stage if this is feasible, depending on the situation of each case.

Note: Local Authorities may need to refer to their own arrangements as necessary where these exist.

Fitness for Work should be considered from two perspectives:

- Does their illness pose a risk to the individual themselves in performing their work duties?
- Does their illness pose a risk to other individuals in the workplace?

The following steps should be followed, in line with current public health advice:

- Any worker who displays symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP by phone.
- They must also notify their line manager/employer. An individual will be classified as either a suspected or confirmed case, based on HSE decision to test/outcome of test.
- An individual who is a known close contact with a confirmed or suspected case will be contacted by the HSE through its contact tracing process. Advice regarding self-isolation for a period of 14 days since their last “close contact” with a confirmed/suspected case must be followed.
- An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.
- When an individual is symptom-free and are deemed fit to return to work, the key criteria are:
 - 14 days since their last “close contact” with a confirmed/suspected case and have not developed symptoms in that time, or

- 14 days since the onset of their symptoms and 5 days since their last fever (high temperature) which may run concurrently. They have been advised by a GP/healthcare provider to return to work.

Please note that the 14 days is from onset of symptoms and not the date of receiving a positive COVID-19 test result. The Civil Service CMO advises that an employee may have a low-grade cough following COVID-19 infection that is due to lung hypersensitivity. This may persist for several weeks. It is acceptable for an employee to resume in the workplace with this symptom.

- Line Manager/HR should confirm the relevant criteria above with the individual and write down their responses.
- Individual must self-declare their fitness for work in the absence of having a fitness for work certificate from their GP/healthcare provider. This is reflecting that some GP's may currently not have capacity to be issuing return to work certificates.
- Self-declarations and any accompanying certification should be retained by Local HR on the individual's personnel file and should be subject to audit.
- Managers should be mindful of confidentiality and should also alert the employee to any follow up actions that are required on their return to work. This includes any return to work talk/toolbox talk etc which may have been given to other employees and the employee missed due to absence.
- A sample form is included at Appendix 4.

APPENDIX 4

COVID-19 Sample Self-Declaration Form (Suspect / Confirmed Case)

In the interests of the safety of all employees, their families and the community, XYZ Council requires employees to confirm the following before returning to work

Question	Yes	No
1. It has been 14 days since my last close contact with a confirmed/suspected COVID-19 case and I have not developed symptoms in that time.		
2. It has been 14 days since the onset of my symptoms of COVID-19 and 5 days since my last fever and I am now symptom free for more than 5 days.		
3. I have been advised by my GP/healthcare provider to return to work.		
4. It has been 14 days since I returned from another country and I have not developed symptoms in that time.		

Date of fitness to return to work:	
------------------------------------	--

I confirm that I have responded to the questions above truthfully based on my current condition.

I also commit to advising Line Management if this situation changes and I will exclude myself from my work location and seek GP advice while I self-isolate at home.

Name: _____

Employee Number: _____

Signature: _____

Date: _____

Employer: _____

APPENDIX 5

COVID-19 Sample Pre- Return to Work Form

Question	Yes	No
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?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
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)?		
Have you been advised by a doctor to self-isolate at this time?		
Have you been advised by a doctor to cocoon at this time?		

I confirm that I have responded to the questions above truthfully based on my current condition.

I also commit to advising Line Management if this situation changes and I will exclude myself from my work location should I develop COVID-19 Symptoms and seek GP advice while I self-isolate at home.

Name: _____

Employee Number: _____

Signature: _____

Date: _____

Employer: _____

APPENDIX 6

First Aid Responder Guidance

First Aid Responder Guidance

Information about the virus

- As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus. Currently, the incubation period of COVID-19 is assessed to be up to 14 days.

Signs and symptoms of COVID-19

- The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:
 - Cough
 - Difficulty in breathing
 - Fever
- Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Inform HR should you fall in this grouping.

COVID-19 is spread via sneeze or cough droplets:



- Coming into contact with some-one who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending >15mins within 2 metres of an infected person; living with an infected person.

- Touching surfaces that an infected person has coughed or sneezed on.

Key Interventions

- Covid-19 infects through contact with the mucous membranes (mouth, nose and eyes). It does not infect through the skin.
- The greatest element of risk is the transfer of the virus via contaminated hands. The key intervention is to minimise hand contamination, avoid touching your face, and clean hands frequently with soap and water or alcohol based hand gel.
- If, as a First Aid Responder, you can avoid close contact with a person who requires some level of first aid, do so.
- This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.
- Minor Injuries
- Where practical, the First Aid Responder should avoid close contact and direct the individual through the steps of treating their own injury.

CPR

• It is recommended NOT to perform rescue breaths or mouth-to-mouth ventilation; • Perform chest compressions only. • If a decision is made to perform CPR, a BVM (Bag Valve Mask) with a viral filter attached must be used. • Should you have given mouth-to-mouth ventilation, there are no additional actions to be taken other than to monitor for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow HSE Guidance.		
• PPE Requirements • The following additional PPE must be available and worn for responding to first aid incidents where close contact cannot be avoided:		
• Disposable gloves (nitrile/latex)	• Enclosed eye protection	• FFP2 Face masks or equivalent
• Clean hands thoroughly with warm water and soap / alcohol based hand gel before putting on / after taking off PPE • Following first aid treatment: • Disposable PPE and any waste should be disposed of appropriately; • Reusable PPE shall be cleaned/disinfected thoroughly. • Replenish PPE stock as appropriate. Liaise with your Line Manager or designated person to ensure any issues with first aid PPE are resolved in as timely a manner as possible.		
• If you are feeling unwell or displaying symptoms, self-isolate and make phone contact your GP and Line Manager.		
• For updated information see HSE Website or follow the link: https://www2.hse.ie/conditions/coronavirus/coronavirus.html		

APPENDIX 7

COVID -19 Statutory Training Updates

Safe Pass

Arising from the cessation of the delivery of training of the Safe Pass training programme during the COVID-19 emergency and for the period of such cessation, a card that expires since 1st March 2020 shall be regarded as valid.

Chapter 8 of the Traffic Signs Manual 2019.

The Department of Transport, Tourism and Sport (Circular RW 06/2020) confirmed that due to current restrictions implemented as a result of COVID 19 the deadline of 1st June 2020 contained in RST 02/2019 and RST 03/2019 concerning the transition period in relation to the implementation of Chapter 8 of the Traffic Signs Manual 2020 are extended to 1st December 2020.

Basic and Advanced Trench Reinstatement

The Department of Transport, Tourism and Sport has confirmed (Circular RW 05/2020) that due to the current restrictions imposed by COVID 19, the training deadline of Friday May 1, 2020 for both the Basic and Advanced Trench Reinstatement has been extended to 2nd October 2020.

First Aid Responder Training

The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid Certification in Ireland. PHECC has confirmed that if a First Aid Responder's certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such a time that the situation is rescinded. The departure from normal standards shall be limited to the duration of the current COVID-19 outbreak.

Certificate of Professional Competence Cards

In order to ensure a continuous flow of goods within the EU, drivers with valid Irish Driver CPC cards that are due to expire during the current Covid-19 outbreak will be granted an extension of a maximum of six months up to the 26th September 2020. It is important to note that no new or replacement cards will be issued with the new temporary expiry date. Drivers will then be required to complete any outstanding periodic training in advance of the 26th of September 2020. On completion of the required training, renewal Driver CPC card's will be issued as normal with an expiry date of 5 years from the date of expiry of their current CPC card.

APPENDIX 8

Latest Updates, Advice & Information



Return to Work Safely Protocol COVID19 Specific National Protocol for Employers and Workers

<https://dbe.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html>

COVID-19 Latest Updates

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/>

At-risk groups and Covid-19

<https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html>

General Information about Covid-19

<https://www2.hse.ie/conditions/coronavirus/coronavirus.html>

Advice to protect yourself and others from Covid-19

<https://www2.hse.ie/conditions/coronavirus/protect-yourself.html>

HSE Coronavirus (COVID-19) posters and resources

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

Health & Safety Authority Advice on Working from Home on a Temporary Basis

https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19_.html

Health & Safety Authority Advice on COVID-19

https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html

Health Protection Surveillance Centre FAQ's

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/>

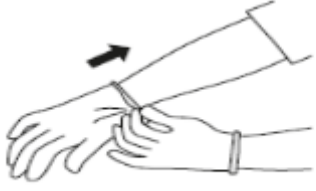
Data Protection Commission Guidance on Protecting Personal Data

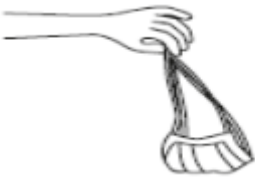
<https://www.dataprotection.ie/en/protecting-personal-data-when-working-remotely-0>

APPENDIX 9

Putting on / Removal of Personal Protective Equipment

If anything goes wrong at any stage or PPE is compromised, it is important to hand wash or sanitise hands as per HSE Guidelines

PUTTING ON PPE	
Hand wash / sanitise hands as per HSE Guidelines	
- Put on overalls, where required - Close the front with zipper and/or tape - Inspect for any holes or tears in fabric. - Ensure cuffs of overalls are OVER shoe/boot covers	
- Put on Mask, where required Fit Check - Place mask over nose, mouth and below chin - Fit flexible nose piece over nose bridge - Secure on head with elastic / ties - Adjust to fit - Inhale - Exhale – check for leakage around face	
- Put on eye protection / goggles, where require - Place goggles over face and eyes/glasses and adjust to fit	
Put on gloves, where required – Extend to cover wrists	

• Prepare disposal bag at location you are working to place PPE in after task	
REMOVING PPE	
• Remove gloves - Avoid touching the outside of gloves. • Grab the outside of the glove with the opposite gloved hand and peel off. • Hold the removed glove in the gloved hand. • Slide the fingers of the ungloved hand under the remained glove at wrist. Peel the second glove off over the first glove. • Discard in waste bag/bin.	
Hand wash / Sanitise hands as per HSE Guidelines	
• Remove eye protection / goggles	
• Remove overalls using a peeling motion. • Unzip/Unfasten front and pull overalls from shoulder towards the same hand, then roll towards ankles • Overalls will turn inside out as removed. • Hold away from the body, roll in a bundle and discard.	
• Remove mask • Break the ties. If ties/straps are elastic, grasp and lift from behind head and pull off mask away from face. • Avoid touching the front of the mask & use ties/straps to discard	
• Hand wash / Sanitise hands as per HSE Guidelines	
• Double bag waste – only touching outside of bag. • Dispose as per regular waste disposal.	

- Hand wash / Sanitise hands as per HSE Guidelines



Glove Removal Technique

Step 1. • Grasp the palm of one glove near your wrist. • Carefully pull the glove off, turning it inside out.	Step 2. • Hold the glove in the palm of the still-gloved hand. • Slip two fingers under the wrist of the remaining glove.
Step 3. • Pull the glove until it comes off inside out. • The first glove should end up inside the glove you just took off. • Dispose of the gloves safely.	Step 4. • Always wash your hands after removing gloves and before touching any objects or surfaces. Gloves can have holes in them that are too small to be seen.

HSPC/HSE (2020) Current recommendations for the use of Personal Protective Equipment (PPE) in the management of suspected or confirmed COVID-19. Available at: https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/interim%20Guidance%20for%20use%20of%20PPE%20%20COVID%2019%20v1.0%2017_03_20.pdf

APPENDIX 10

Sample COVID -19 Site Compliance Checklist

Location		Date		Time	
Description of Works					
	Question	Yes	No	Comment	
1	Has an SSWP / RA been completed for this site/activity?				
2	Is physical distancing being achieved on site?				
3	Have staff received COVID-19 toolbox talk/ induction?				
4	Is there adequate supply and availability of hand sanitising provisions				
4	Are staff working in a manner where they can achieve the 2m physical distancing guidance?				
5	Have breaks been staggered / arranged to facilitate physical distancing?				
6	Is the non-sharing of tools achievable, if not is there adequate hygienic wipes / alternatives available to clean down after use?				
7	Is there appropriate COVID-19 PPE (masks, goggles, gloves, disposable suits) available if required (close working activities)				
8	Is there signage in place to alert staff, contractors and members of the public to maintain a 2m physical distance?				
To the best of my knowledge, I can confirm that this site is in compliance with the relevant HSE Guidance and Site Rules relating to COVID-19 Pandemic					
Signed:		Date:			

APPENDIX 11

Guidance on Contact Logging/Tracing

Close contact is where you:

- spend **more than 15 minutes** of face-to-face contact **within 2 metres of the person and there is no barrier in place**

Contact Details are required in respect of all close contacts to be recorded in Daily Contact Logs

Records of casual contact are not required. A casual contact is:

- someone with whom you would have **more than 15 minutes** face-to-face contact **and were more than 2 metres apart**
- someone with whom you spend **less than 15 minutes** of face-to-face contact **within 2 metres**
- someone with whom you would have **more than 15 minutes** face-to-face contact **and were within 2 metres apart with a physical barrier in place**

Category of Employee	System to be used to Record Employee Close Contact
Office Based Staff	Staff are required to ensure that they clock in and out of work on the CORE system which provides the Council with employee attendance detail in regard to potential contact tracing in regard to normal attendance at your workstation. In general, Social Distancing measures should be in place to create the 2 metre gap between employees in the workplace and to facilitate visitors and meetings in City Council offices or where a 2-metre separation cannot be achieved, physical barriers may be in place. In these scenarios there is no requirement to record contact detail. A daily log sheet will be required if: 1. An employee is working in an office with other employees and they spend more than 15 minutes of face to face contact and where the gap is less than 2 metres and no physical barrier is in place 2. An employee spends more than 15 minutes of face to face contact within 2 metres of a visitor e.g. at a meeting or a colleague from another office and no physical barrier is in place At the end of the day each employee must have entered their daily log sheet information into the following: https://consult.corkcity.ie/en/content/covid19-staff-contact-tracing

Category of Employee	System to be used to Record Employee Close Contact
Operational Staff	Each Foreperson/Supervisor will to keep a daily log which will record: • teams/crews that work together (name & section) • Details of those who come into close contact with the team/crew i.e. spending <u>more than 15 minutes</u> and <u>within a distance of 2 Metres</u> and no physical barrier in place. (Social Distancing measures should be in place and be implemented to avoid such situations) All daily log sheets are to be stored in the relevant depots and will be kept in the depot for reference for a period of 30 days after which it will be destroyed in line with CCC Destruction of Records Protocol
Visitors	Visitors to City Council Offices including Area Offices & Depots
	A visitor log should be in place in the reception areas of City Council Offices and when a visitor is attending a meeting in the City Council office, reception staff will record their contact details electronically • Name • Date • Address or Organisation • Purpose of visit • Mobile no/email address
Meetings	Contact Detail from Meetings
	<u>Meetings</u> • Meeting should be conducted as much as possible using online remote means. • Where face to face meetings are necessary: - o Ensure the 2m distance is adhered to. - o Keep room well ventilated. - o Limit the attendance numbers. - o Keep the meeting time as brief as possible. - o No hand shaking or close contact with other individuals. - o Welfare facilities/Hand sanitiser / wipes to be made available at the meeting room or at the building location. If however inadvertently the meeting results in creating a close contact (as per definition) each employee must record all contact detail from the meeting in their daily log sheet.

[illegible]

Directorate:

[illegible]

Cork City Council

COVID-19

Work Safely Induction & Guidance Training Programme



INTRODUCTION

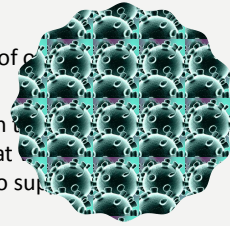
The COVID-19 pandemic has impacted severely on every part of our lives and our economy.

As we begin to gradually re-open all of our services in line with the plan for Reopening Society and Business, we need to make sure that we follow the rules of this new way of living and working and continue to suppress the spread of the virus.

Work is a key part of life and it is important that we can work safely. This induction is designed to provide information on the measures implemented by the Council and our responsibilities that will prevent the spread of COVID-19.

It aims to inform and advise all staff on how we can protect ourselves and our colleagues against the spread of COVID-19 in the working environment and to ensure your safety and that of our colleagues. We are asking that you go through this presentation which will inform you how we will operate, what measures have been introduced and most importantly what is expected from you.

Please go through this presentation at your own pace and familiarise yourself with the measures required to ensure your safety and that of your colleagues.



INTRODUCTION

This document reflects a shared collaborative approach between employers and workers and is key to protecting against the spread of COVID-19 in the workplace.

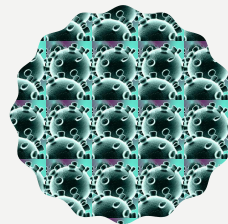
Employers and workers will have regular engagement about COVID-19 and preventative measures in the workplace.

The approach to COVID 19 will reflect the positive engagement which we have had with Trade Unions in the sector and their support for safety at work of their members.

Local Authorities believe that we all as employers, Trade Unions and workers have a shared responsibility to implement the measures contained in this document in our place of work.

A collaborative approach to the implementation of the protocol is essential to achieve success and maximum buy-in.

Each Local Authority will appoint worker representatives charged with ensuring that COVID-19 measures are strictly adhered to.



CORONAVIRUS (COVID-19)

To combat COVID-19, we must understand how it is spread and how to protect ourselves, our families, our colleagues and our community.

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a new (novel) virus called Coronavirus.

How the virus is spread

COVID-19 is spread in sneeze or cough droplets.



You could get the virus if you:

- Come into close contact with someone who has the virus and is coughing or sneezing
- Touch surfaces that someone who has the virus has coughed and sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)



As such we must all follow the public health advice and guidance, as well as any specific measures in place to help prevent the spread of COVID-19 in the work environment.

COVID-19 SYMPTOMS

The most common symptoms are:



Cough: any kind of cough, usually dry but not always



Fever: High Temperature over 38° C



Shortness of Breath



Difficulty Breathing

It can take up to 14 days for symptoms to appear.

If you are feeling unwell or displaying symptoms, immediately self isolate and make phone contact with your GP and line manager / supervisor.

Persons displaying symptoms must telephone their GP or the HSE Helpline at 1850 241850 and follow advice received.

COVID-19 SYMPTOMS, SELF-ISOLATION AND CLOSE CONTACT

To protect you, your colleagues and family, it is essential that if you:

1. Have any symptoms of COVID-19 or if you feel unwell before or during work

or



2. Have been in close contact with a confirmed COVID-19 case

You should immediately self-isolate at home, make phone contact with your GP and line manager / supervisor and follow advice issued.



COVID-19 SYMPTOMS, SELF-ISOLATION AND CLOSE CONTACT

Close Contact is defined as:

- Spending more than 15 minutes within 2 metres of an infected person.
- Living in the same house or shared accommodation as an infected person.

It is advised you do not return to work after isolation unless:

- It has been 14 days since your first symptoms
- 5 days have passed without a temperature
- You have no symptoms
- Unless your doctor recommends otherwise.



If you are in an at risk / vulnerable group, as advised by the HSE, or have any concerns contact your GP.

PROTECTION AGAINST GETTING COVID-19

One of the best ways to prevent person to person spread of respiratory viruses, including COVID-19 is to follow proper hand hygiene and respiratory etiquette. Follow this advice as strictly as possible and encourage others to follow it too.



Hand Hygiene - Wash hands regularly and avoid touching your face and eyes with your hands. Use hand sanitiser where soap and water is not available.

If hands are visibly dirty, wash hands with soap and water prior to using the sanitiser.

Remember this should be for at least 20 seconds.



Cough Etiquette - when coughing / sneezing, cover your mouth and nose with your bent elbow or a tissue. Place used tissues into a closed bin and wash hands.



Clean and disinfect frequently touched objects and surfaces. Keep your environment clean.

PROTECTION AGAINST GETTING COVID-19



Unnecessary Contact -

Do not shake hands or make unnecessary contacts.



Physical Distancing - (also known as social distancing) aims, through a variety of means, to decrease or interrupt the spread of COVID-19. It does this by minimising contact between potentially infected individuals and healthy individuals.

The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.



If your work activity is going to require close contact within 2 metres, STOP and ask your line manager / supervisor for advice. This will require a risk assessment resulting in additional protection measures.



PROTECTION AGAINST GETTING COVID-19

Physical Distancing - (continued)



Recommendations for physical distancing may include:

- Avoiding any crowded places
- When in public areas be respectful of the local community. Avoid gathering in groups and follow physical distancing.
- Organising office space in such a way that physical distances are maintained.
- Organising teams /crews to consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done.
- Organising breaks to facilitate maintenance of physical distancing.
- Conducting meetings using online remote means as much as possible. Where face to face meetings are necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times.
- Reorganising and rearranging working and break areas e.g. placing tables and chairs far enough apart in canteens.
- Providing one-way systems for access/egress routes where practicable.
- Implementing physical distancing during outdoor work activity.

PROTECTION AGAINST GETTING COVID-19

Travelling to work -



Where possible, walk or cycle, to and from work



- Where possible, travel alone in your private vehicle.
- Parking arrangements for additional cars and bicycles may need to be considered for employees during this time.
- If availing of public transport, follow physical distancing guidelines provided by operators. Minimise contact with frequently touched surfaces, e.g. handles, roof straps, isolation bars.
- Sanitise hands on arrival at work location.



PROTECTION AGAINST GETTING COVID-19



Travelling for work and mobile plant -

The occupancy level of vehicles is to be minimised and single occupancy for vehicles is preferable.



If more than one person per vehicle, the following measures should be followed:



- Sit as far apart as the vehicle allows.
- Passenger to travel in the back of the vehicle at left passenger side.
- Keep windows of vehicles open, at least partially.
- Practice good respiratory hygiene.
- Key touch points in vehicles / mobile plant are to be wiped regularly (e.g. door handles, steering wheel, handbrake, gear stick, radio controls).
- Hand Hygiene - hands sanitised before and after entering / exiting the vehicle. Hygienic wipes and hand sanitiser must be available for this purpose.
- Cough Etiquette - when coughing / sneezing, cover your mouth and nose with your bent elbow or a tissue.

PROTECTION AGAINST GETTING COVID-19



Welfare Facilities -

When using welfare facilities such as canteen, toilets, drying rooms allow appropriate time and space to facilitate the correct levels of hygiene and physical distancing. Be respectful of these boundaries.



Toilets:

You must respect the space available to ensure physical distancing. This may require a longer wait.



Canteen:

Break times should be staggered to reduce congestion and contact. Cleaning materials will be provided, please clean area when finished break/s and dispose of rubbish appropriately. Do not share objects that touch your mouth e.g. bottles, cups. Always be vigilant of sources of contamination.

Drying Rooms:

You must respect the space available to ensure physical distancing while you change.

Report any concerns to the line manager or supervisor.

PROTECTION AGAINST GETTING COVID-19



Work Environment -

We must all work as a team. Throughout your day you should:

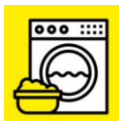
- Continue to maintain hygiene by washing your hands regularly. Keep your workspace clean and disinfected.
- Regularly clean high touch surfaces e.g. Handrails, Tables, desks, chairs, doorknobs, light switches, handles, phones, keyboards, toilets, taps and sinks.
- Be mindful of distractions.



Equipment, tools and plant -

- Equipment, tools and plant should not be shared where possible.
- Keep equipment, tools and plant clean and don't share unless sanitised.
- Keep hands sanitised before and after use.

PROTECTION AGAINST GETTING COVID-19



When going home -

When going home:

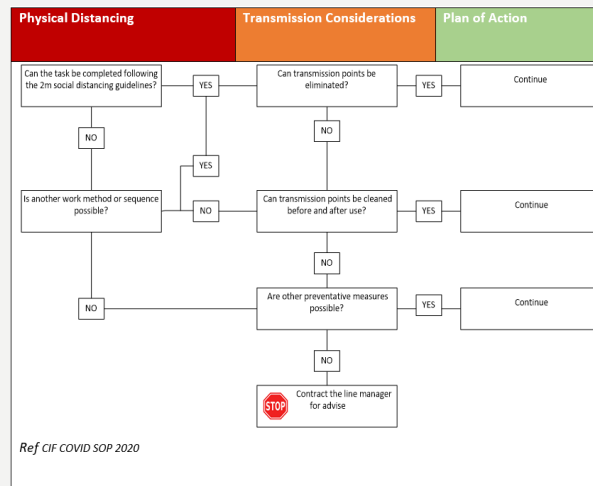
- PPE must remain at the depot / drying room / store.



- It is recommended that clothes are washed daily.
- Wash your hands before you leave.
- Travel alone if possible by walking, cycling, using a private vehicle.
- If availing of public transport, follow physical distancing guidelines provided by operators. Minimise contact with frequently touched surfaces, e.g. handles, roof straps, isolation bars.
- Keep contact points on your vehicle clean.
- Wash your hands when you return home, change your clothes and leave your boots outside.

WORK PROCESSES AND RISK ASSESSMENT

- All work processes will have to be risk assessed, this process has been designed to protect you and your colleagues.
- If you are in any doubt speak to your line manager / supervisor for guidance.



GENERAL PRINCIPLE TO BE APPLIED DURING COVID-19

Reduce - the number of persons in any work area to comply with the 2-metre physical distancing guideline recommended by the HSE.

Review - work practices, mindful of close working arrangements. Employees should be encouraged to self-assess their task for physical distancing and transmission points.

Supervise – monitoring compliance to ensure physical distancing, hygiene rules and COVID –19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.

HEALTH AND SAFETY DOCUMENTATION

- Detailed safety guidance has been developed by the Local Authority Sector “High Level LA COVID-19 Work Safely Health and Safety Guidance” along with a number of supplementary guidance operational documents to support implementation of the Government Return to Work Safely Protocol.
- Relevant health and safety documentation will be reviewed to take account of any changes to the work activity that may arise following implementation of the public health recommendations.
- Relevant changes to documentation will be communicated to employees.
- It is important to note that all existing Health and Safety provisions continue to apply during this time.

COMPLIANCE AND MONITORING

- Monitoring compliance will require ensuring that physical distancing, hygiene rules and COVID-19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.
- It is important to note that compliance with COVID-19 control measures is the responsibility of everyone and must be supported by all in order to protect health and reduce the spread of COVID-19. Compliance checks with COVID-19 may include checking the following measures are in place and being adhered to:

- | | |
|---|---|
| <ul style="list-style-type: none">▪ Adequate signage▪ Physical Distancing▪ Hand Washing▪ Cough/Sneeze Etiquette▪ Safety Documentation | <ul style="list-style-type: none">▪ Risk Assessment▪ Increased cleaning regimes where required▪ Staggering breaks, lunch times, etc▪ Correct use and disposal of PPE |
|---|---|

WELLBEING



Infectious disease outbreaks like coronavirus (COVID-19), can be worrying and can affect your mental health. As well as your Local Authority's Occupational Health Service and Employee Assistance Programme, there are many public resources available which can be accessed at the links below:

<https://www2.hse.ie/wellbeing/mental-health/minding-your-mental-health-during-the-coronavirus-outbreak.html>

<https://www.gov.ie/en/campaigns/together/?referrer=/together/>

<https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/news/supports-and-services-during-covid-19.html>

<https://www.gov.ie/en/campaigns/together/?referrer=/together/>

KEY POINTS OF CONTACT IN CORK CITY COUNCIL FOR COVID-19 ISSUES

We are here to help and advise with physical distancing and hygiene maintenance during this period.

Contact any of the following for advice and guidance:

- Line Manager
- Health and Safety Officer
- Safety Representative
- HR Officer
- Your local trade union reps

Employee Assistance Programme : 1800 946 799

CCC Staff Covid-19 Confidential Helpline: ext. 4098/021 492 4098

HSE National Helpline Number 1850 24 1850

FINAL NOTE

We must all depend on each other to protect ourselves, our families, our colleagues and our community.

It is essential that we follow the Government and HSE guidelines at home and at work.

- Take ownership of yours and others safety
- Maintain physical distancing
- Limit physical contact
- Wash your hands and practice good respiratory etiquette

If in doubt stop and ask your line manager / supervisor

THANK YOU

Section 7 - COVID-19 Local Authority Standard Operating Guidance (SOG)



COVID-19 Local Authority Standard Operating Guidance (SOG)

Revision 4: 16th June 2020

COVID-19 Local Authority Standard Operating Procedures (SOG)	
No	SOG
1	Construction COVID-19 Requirements
2	Building & Civil Engineering Contractors Contractor COVID-19 Requirements
3	Welfare Units COVID-19 Requirements
4	Gardening / Landscaping COVID-19 Requirements
5	Street Cleaning / Emptying Public Bins COVID-19 Requirements.
6	Meeting and Working Close to Members of the Public.
7	Maintenance & Inspection of Parks and Playgrounds COVID-19 Requirements
8	Beach / Harbour COVID-19 Requirements
9	Site Inspections at a Private House (including the curtilage of a private house)
10	First Aid / Defibrillator COVID-19 Requirements
11	Canteen / Eating COVID-19 Requirements
12	Basic Hygiene (including Buildings) COVID-19 Requirements
13	Attendance at Emergency Callout
14	Travelling to Work / Site
15	Personal Protective Equipment – Requirements and Use – COVID-19
16	Use of Equipment, Tools and Plant
17	Site Inspections of Non-Residential Private Property
18	The Handling of Documents, Cash, Stationery & Equipment.
19	Local Authority Vet and Veterinary Inspectors - COVID-19 Requirements
20	Open Water Lifeguarding – Covid-19 Requirements
21	Local Authority Housing Maintenance
22	Management of Construction Projects
23	Libraries – Covid 19 Requirements (Version 2)
24	Local Authority Public Toilets
25	Delivery of Training – Regional Training Centre
26	Non-Routine or Un-Announced Site Inspections of Non Residential Private Property or Private Residential Property – COVID - 19 Requirements

Main Local Authority Works Area	Associated LGMA Pertinent Sub Activity Standard Operation Guidance
Roadwork's Construction Municipal Districts General	1. Construction (Fixed and Mobile Sites) COVID-19 Requirements 2. Building & Civil Engineering Contractors COVID-19 Requirements 3. Welfare Units COVID-19 Requirements 4. Gardening / Landscaping COVID-19 Requirements 5. Street Cleaning / Emptying Public Bins COVID-19 Requirements. 6. Meeting and Working Close to the Public. 7. Maintenance & Inspection of Parks and Playgrounds COVID-19 Requirements 8. Beach / Harbour COVID-19 Requirements 9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 13. Attendance at Emergency Callout 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 17. Site Inspections of Non-Residential Private Property 18. The Handling of Documents, Cash, Stationery & Equipment. 22. Management of Construction Projects
Water Services	1. Construction (Fixed and Mobile Sites) COVID-19 Requirements 2. Building & Civil Engineering Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public 9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 13. Attendance at Emergency Callout 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 17. Site Inspections of Non-Residential Private Property 18. The Handling of Documents, Cash, Stationery & Equipment. 22. Management of Construction Projects 26. Non-Routine or Un-Announced Site Inspections of Non Residential Private Property or Private Residential Property
Housing Construction	1. Construction (Fixed and Mobile Sites) COVID-19 Requirements 2. Building & Civil Engineering Contractors COVID-19 Requirements 4. Gardening / Landscaping COVID-19 Requirements 6. Meeting and Working Close to the Public 9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements

	13. Attendance at Emergency Callout 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 17. Site Inspections of Non-Residential Private Property 18. The Handling of Documents, Cash, Stationery & Equipment. 21. Local Authority Housing Maintenance 22. Management of Construction Projects
Environment / Landfill Construction	1. Construction (Fixed and Mobile Sites) COVID-19 Requirements 2. Building & Civil Engineering Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public. 9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 13. Attendance at Emergency Callout 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 17. Site Inspections of Non-Residential Private Property 18. The Handling of Documents, Cash, Stationery & Equipment. 19. Local Authority Vet and Veterinary Inspectors - COVID-19 Requirements 21. Local Authority Housing Maintenance 22. Management of Construction Projects 26. Non-Routine or Un-Announced Site Inspections of Non Residential Private Property or Private Residential Property
Capital Projects Construction	1. Construction (Fixed and Mobile Sites) COVID-19 Requirements 2. Building & Civil Engineering Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public. 9. Site Inspections at a Private House (including the curtilage of a private house) 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work / site 15. Personal Protective Equipment Requirements and Use 17. Site Inspections of Non-Residential Private Property 18. The Handling of Documents, Cash, Stationery & Equipment. 22. Management of Construction Projects
Planning	9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use

	17. Site Inspections of Non-Residential Private Property 18. The Handling of Documents, Cash, Stationery & Equipment. 22. Management of Construction Projects 26. Non-Routine or Un-Announced Site Inspections of Non Residential Private Property or Private Residential Property
Cemeteries	1. Construction (Fixed and Mobile Sites) COVID-19 Requirements 2. Building & Civil Engineering Contractors COVID-19 Requirements 3. Welfare Units COVID-19 Requirements 4. Gardening / Landscaping COVID-19 Requirements 5. Street Cleaning / Emptying Public Bins COVID-19 Requirements. 6. Meeting and Working Close to the Public. 9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 18. The Handling of Documents, Cash, Stationery & Equipment 24. Local Authority Public Toilets
Beach Guards	3. Welfare Units COVID-19 Requirements 6. Meeting and Working Close to the Public 8. Beach / Harbour COVID-19 Requirements 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 18. The Handling of Documents, Cash, Stationery & Equipment. 20. Open Water Lifeguarding – Covid-19 Requirements 24. Local Authority Public Toilets
LA staff working in Libraries	2. Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public. 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 18. The Handling of Documents, Cash, Stationery & Equipment. 23. Libraries – Covid 19 Requirements (Version 2) 24. Local Authority Public Toilets
Public Counters	6. Meeting and Working Close to the Public. 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements

	15. Personal Protective Equipment Requirements and Use 17. Site Inspections of Non-Residential Private Property 18. The Handling of Documents, Cash, Stationery & Equipment
Halting Sites	1. Construction (Fixed and Mobile Sites) COVID-19 Requirements 2. Building & Civil Engineering Contractors COVID-19 Requirements 4. Gardening / Landscaping COVID-19 Requirements 6. Meeting and Working Close to the Public. 9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 13. Attendance at Emergency Callout 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 18. The Handling of Documents, Cash, Stationery & Equipment. 21. Local Authority Housing Maintenance 26. Non-Routine or Un-Announced Site Inspections of Non Residential Private Property or Private Residential Property
LA staff carrying out maintenance of Playgrounds Adult gyms MUGA	2. Building & Civil Engineering Contractors COVID-19 Requirements 4. Gardening / Landscaping COVID-19 Requirements 5. Street Cleaning / Emptying Public Bins COVID-19 Requirements. 6. Meeting and Working Close to the Public. 7. Maintenance & Inspection of Parks and Playgrounds COVID-19 Requirements 10. Occupational First Aid / Defibrillator COVID-19 Requirements 13. Attendance at Emergency Callout 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 24. Local Authority Public Toilets
LA staff working in Civic Amenities Sites	2. Building & Civil Engineering Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public. 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 18. The Handling of Documents, Cash, Stationery & Equipment.
LA staff working in Swimming Pools	2. Building & Civil Engineering Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public. 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use

	16. Use of Equipment, Tools and Plant 18. The Handling of Documents, Cash, Stationery & Equipment 24. Local Authority Public Toilets
Delivery of Training	2. Building & Civil Engineering Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public. 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 16. Use of Equipment, Tools and Plant 18. The Handling of Documents, Cash, Stationery & Equipment 25. Delivery of Training – Regional Training Centre
Interviews	6. Meeting and Working Close to the Public. 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 18. The Handling of Documents, Cash, Stationery & Equipment
LA staff carrying out maintenance of Public Toilets	2. Building & Civil Engineering Contractors COVID-19 Requirements 6. Meeting and Working Close to the Public. 9. Site Inspections at a Private House (including the curtilage of a private house) 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 18. The Handling of Documents, Cash, Stationery & Equipment 24. Local Authority Public Toilets
LA staff working in cultural /tourism buildings	2. Building & Civil Engineering Contractors COVID-19 Requirements 5. Street Cleaning / Emptying Public Bins COVID-19 Requirements. 6. Meeting and Working Close to the Public. 10. Occupational First Aid / Defibrillator COVID-19 Requirements 11. Canteen Eating Arrangements COVID-19 Requirements 12. Basic Hygiene (including Buildings) COVID-19 Requirements 14. Travelling for work 15. Personal Protective Equipment Requirements and Use 16. Use of Equipment, Tools and Plant 18. The Handling of Documents, Cash, Stationery & Equipment 24. Local Authority Public Toilets

Standard Operating Guidance No. 1

Construction (Fixed and Mobile sites)

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person or living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

- COVID -19 PPE requirements should be determined by risk assessment



Procedures



Line Manager

- Ensure COVID-19 induction training has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing

General

- Complete the relevant SSWP for the works

Vehicles

- Refer to Safe Operating Guidance No 14 Travelling to and from site.

Site Activities

- Hand sanitisers shall be made available at main entry and exit points.
- Display HSE COVID-19 information notices at fixed sites.
- Agree work teams / crews to limit movement of staff between teams / crews.
- Regular cleaning of site welfare facilities.

- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Line manager to be informed where two metres physical distancing cannot be maintained.
- Where it is possible to do so, put a one-way system in place.
- Determine how many can use welfare and changing / shower facilities at a time ensuring that physical distancing can be achieved.
- Refer to Safe Operating Guidance No.16 Use of Tools and Equipment

Meetings and Records

- Inductions, toolbox talks and site meetings should be carried out, if possible, in an open-air setting.
- If indoors, rooms shall be well ventilated / windows open.
- The 2metre physical distance must be adhered to.
- Employees sign in using own pen.
- Regular cleaning of site welfare facilities.

Close Working Less than two metres

In the first instance, all options to eliminate the close working activity should be considered and exhausted.

Where two metres physical distancing cannot be avoided the following is required:

- Risk assessment to be carried out and control measures determined including PPE requirements.
- Only those required for the task shall be allowed within the physical distancing exclusion zone, erect barriers where necessary.
- Limit the amount of time of close working to the absolute minimum.
- Hygiene to be maintained to a high standard:
 - Clean hands before and after activity
 - Avoid touching face
 - Practice good respiratory hygiene and cough etiquette
 - Work environment and equipment to be cleaned before and after activity
- Avoid physical contact and personnel to operate side by side, facing away from each other where possible.
- PPE used is to be removed and disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised.

Site Deliveries

- Deliveries to be planned with allocated times for deliveries, collections, and appointments.
- Drivers shall not exit their vehicle unless strictly necessary. If driver does need to exit the vehicle, physical distance of 2m must be maintained with other personnel on site
- Where possible, arrange for paperless delivery acceptance and request electronic copy of the delivery dockets.
- Minimise handling new stock, use old stock first.

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/Line Manager and Human Resources Department.

Standard Operating Guidance No. 2 Building & Civil Engineering Contractors Covid-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



PROCEDURES



Notes:

- All Contractors must comply with HSE & Government Guidelines with regard to physical distancing and other COVID 19 measures.
- Contractors should be aware that the CIF has issued “Construction Sector COVID-19 Pandemic Standard Operating Procedures” and an associated online induction course.
- Contractors must also comply with the National Return to Work Safely Protocol, “COVID-19 Specific National Protocol for Employers and Workers”.

All contractors should ensure they do the following:

- Revise safety statements and risk assessments to include COVID-19.
- Ensure all employees on site have completed a self-declaration form.

- Ensure appropriate posters and information are available and on display.
- Ensure physical distancing in vehicles as far as is reasonable practicable.
- Ensure physical distancing is maintained during break times.
- Ensure physical distancing in canteens, toilets and welfare units.
- Provide sanitising stations at all entry points and throughout the site where required.
- Provide wipes for sanitising tools and equipment.
- Provide the necessary PPE.
- Provide appropriate means for disposing of PPE.
- Organise / design tasks and activities to ensure physical distancing.
- Provide a procedure for tasks where physical distancing cannot be maintained.
- Cordon off the works area so that only those who are critical to the work can gain access.
- Protocol for managing deliveries to ensure physical distancing and to prevent cross contamination.
- Ensure site supervision, inspections and audits include compliance with COVID-19 safety precautions.
- Paper work to be managed electronically where possible.
- Provide evidence of compliance with the above to the PSDP/PSCS, as required.

Monitoring of Arrangements

- Responsibility of the Contractor to ensure Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 3 Welfare Units

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

- PPE requirements should be determined by risk assessment



Procedures



Line Manager

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.

General

- Review of welfare facilities to determine capacity for use to comply with physical distancing requirements.
- Where possible, consideration to be given to avoiding using the canteen facilities in welfare units for the duration of the pandemic.
- employees should be encouraged to bring a packed lunch and flask and take break alone in private vehicle.

- Implement appropriate COVID-19 hygiene regime and ensure adequate provision of cleaning materials
- Hand cleaning facilities or hand sanitiser must be available.
- Do not share dishes, drinking cups, cutlery and so on.
- Ensure hands are washed before eating.
- All rubbish should be disposed of in a suitable bin.

High Touch Areas

- Areas include cupboards, food storage presses, table, chairs, door handles, kettle, microwave.
- Wash or sanitise your hands before touching anything.
- If you are leaving items in the Welfare Unit ensure the wrapping / bag is clean.
- If you are leaving items in cupboards, or other storage spaces such as drawers or fridges, ensure they are clean.
- Wash cleaning materials or use clean disposable materials.
- Partly eaten food is not to be returned to communal storage, uneaten food is to be put in a bin.
- Clean all surfaces with surface contact disinfectant (for example, door, microwave, fridge, table, chairs, kettle, bin lids and so on).
- Welfare Unit to be thoroughly cleaned at the start and end of each day and when moving to a new work area.

Monitoring of Arrangement

Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 4 Gardening / Landscaping COVID-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Line Managers shall:

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing
- Reduce the number of people in any work area to comply with the physical distancing guideline (for example, review work schedule, work practices and task sequence).
- Work teams to be agreed so as to limit movement of staff between teams where possible.
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Arrangements to be made for one individual to use the same tool, plant and equipment as much as possible.
- Where more than one person is likely to use equipment and tools then they should ensure they are wiped down between use and also hands sanitised before and after use.
- Cleaning materials and hand sanitiser must be made available for this purpose.

- Consider use of stickers for tools, equipment and mobile plant to encourage hygiene practices.
- Use toolbox talks to heighten and maintain awareness of employee responsibilities in the workplace in relation to physical distancing.

Employees shall:

- Ensure individual PPE is kept separate from other employees and under no circumstances should it be shared.
- Employees to inform line management of any works where the two-metre physical distancing cannot be maintained.
- Refer to SOG No 16 Use of Tools and Equipment
- Standard manual handling and operating procedures apply except where a two (or more) person lift is required. Assess each situation to determine if the lift can be done with the use of mechanical aids / equipment. If two or more people are required and the physical distancing cannot be maintained, then suitable PPE will be required to be worn.
- Where possible the works area shall be cordoned off.
- Where an employee feels that physical distancing cannot be maintained due to the number of public in an area, they shall stop works and report to their Line Manager.

Close Working Less than two metres

In the first instance, all options to eliminate the close working activity should be considered and exhausted.

Where two metres physical distancing cannot be avoided the following is required:

- Risk assessment to be carried out and control measures determined including PPE requirements.
- Only those required for the task shall be allowed within the physical distancing exclusion zone, erect barriers where necessary.
- Limit the amount of time of close working to the absolute minimum.
- Hygiene to be maintained to a high standard:
 - Clean hands before and after activity
 - Avoid touching face
 - Practice good respiratory hygiene and cough etiquette
 - Work environment and equipment to be cleaned before and after activity
- Avoid physical contact and personnel to operate side by side or facing away from each other where possible.
- PPE used is to be removed and disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised.

Vehicles

- Refer to Safe Operating Guidance No 14 Travelling for work

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 5 Street Cleaning / Emptying Public Bins COVID-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Line Manager

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing
- Reduce the number of people in any work area to comply with the physical distancing guideline (for example, review work schedule, work practices and task sequence).
- Work teams to be agreed so as to limit movement of staff between teams where possible.
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Arrangements to be made for one individual to use the same tool, plant and equipment as much as possible.
- Ensure adequate provision of hand sanitising facilities and cleaning materials.

All Employees should ensure that they do the following:

- Maintain social distancing requirements in line with public health advice.
- Avoid any crowded place and reduce social interactions.
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Use long litter picking tongs, shovels, forks and brushes for cleaning, gathering and picking waste.
- Refer to Safe Operating Guidance No.16 Use of Tools and Equipment
- Sanitise hands before eating and after removing PPE.
- Refer to Safe Operating Guidance No 14 Travelling for work
- Use surface contact disinfectant on regularly touched contact points in vehicle (door handles, switches, controls, steering wheels, steering column, windscreen wiper controls, indicator controls, elbow rests, seat positioning controls, gear-stick, buttons, handbrake, radio, and door frame), before and after each use.

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 6 Meeting and Working Close to Members of the Public

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Requirements for meeting with external parties

- Before meeting ask (use your Local Authority Form if available) the person / persons the following questions (if the answer to any one or more of the questions is Yes – do not meet and seek the advice of your Line Manager):
 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?
 2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
 3. Are you a close contact of a person who has a confirmed or suspected case of COVID-19 in the past 14 days (less than two metres for more than 15 minutes accumulative in one day)?
 4. Have you been advised by a doctor to self-isolate at this time?
 5. Have you been advised by a doctor to cocoon at this time?

- Face to Face interaction must be reduced to the absolute minimum and as far as is reasonably practicable.
- Use technological alternatives (for example, Telephone or Video conferencing) where possible.
- Where face to face meetings are necessary:
 - Record and keep details of persons present for the purpose of Contact Tracing if required.
 - Keep room well ventilated
 - Limit the attendance numbers
 - Keep the meeting time as brief as possible.
 - Ensure a suitable cleaning schedule of public areas is in place. Adhere to General Hygiene Procedures and ensure you have washed/sanitised your hands before going to meet members of the public.
 - Welfare facilities / hand sanitiser / wipes to be made available at the meeting room or at the building location.
 - Strictly **no** Hand Shaking (or any physical contact), and the 2 metres physical distancing must be maintained at all times.
- If a member of the public intentionally coughs/spits withdraw immediately and inform the line manager. Incidents should be reported to Gardai.

Meeting Members of the Public outside of Public Buildings for Visits / Meetings:

- Refer to SOG No 14 Travelling for work
- Aim to keep hardcopy document handling to the absolute minimum.
- Where possible meet outside and keep entering houses / buildings and so on, to the absolute minimum. Keep the meeting to the shortest time possible.
- Make members of the public aware of General COVID-19 Hygiene Requirements, for example, sneezing etiquette and so on.
- Do not accept tea / coffee or other refreshments (politely refuse).
- If any persons display symptoms of COVID-19 leave the area and contact your Line Manager immediately.

Meeting Members of the Public in Public Buildings:

- Manage physical interaction with the public as much as is reasonably practicable through revised working arrangements, for example advise the public to do business online, by phone or by appointment.
- Keep the meeting to the shortest time possible and avoid spending more than 15 minutes within 2 metres of members of the public.
- Keep counter / table and so on, in meeting area clear and free from unnecessary items.
- Ensure area is cleaned before and after use with contact surface disinfectant.
- Meeting Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Aim to keep hardcopy document handling to the absolute minimum.
- Ensure meeting areas display posters of public health advice in relation to COVID-19
- Have hand sanitizer available and ensure members of the public use it before meeting.
- Do not offer refreshments (tea / coffee and so on)

Working close to Members of the Public

- Consider members of the public when planning work.
- SSWP's should be updated to reflect COVID-19 where necessary.

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 7

Maintenance / Inspection of Parks / Playgrounds COVID-19 Requirements

Date: 20th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice
- Inaccessibility to appropriate hand hygiene facilities

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



All Line Managers and Supervisors should ensure that they do the following:

- Provide COVID-19 Induction to all workers; covering public health advice, the workplace control measures and what to do if symptoms develop
- Keep contact log.
- Provide regular COVID-19 safety briefings/toolbox talks to all workers.
- So far as is reasonably practicable, arrange works at times when the public will not be present, or when the number of public in attendance is low.
- Review work activities to ensure Physical Distancing can be maintained. Where 2m cannot be maintained, a risk assessment should be conducted to determine any additional controls which may be required.
- Erect appropriate information signs in conspicuous locations advising of 2m Physical Distance Requirements and reminding all users that all children should be supervised by an adult who should observe public health guidance.

- If possible, consider securing parks and playground at night-time, to prevent anti-social behaviour and the build-up of waste.
- Where possible, benches and seating areas should be rearranged to provide for 2m Physical Distancing.
- Arrangements to be made for one individual to use the same tool, plant and equipment as much as possible.
- Consideration should be given, in park environments, to issuing Covid-19 Vests incorporating 2m Physical Distancing advice on the back.
- Consider implementing a system to assist with compliance with Physical Distance Requirements, particularly in larger parks.

All Employees should ensure that they do the following:

- Maintain Physical Distancing Requirements in line with public health advice at all times.
- Do not shake hands or make close contact with other people.
- Avoid any crowded place and reduce physical interactions.
- Refer to Safe Operating Guidance No 14 Travel for Work.
- Refer to Safe Operating Guidance No 15 Requirement and Use of PPE
- Avoid touching face, particularly eyes, nose and mouth, at all times.
- Use long litter picking tongs, shovels, forks and brushes for cleaning, gathering and picking waste.
- Ensure all waste is bagged and disposed of appropriately and promptly.
- Refer to Safe Operating Guidance No 16 Use of Tools and Equipment.
- Refer to Safe Operating Guidance No 18 Handling of Documents, Cash, Stationery & Equipment
- Sanitise or wash hands before eating, drinking or smoking, after removing PPE and at regular intervals throughout the day.
- Wipe down and disinfect regularly touched contact points in vehicle (door handles, switches, controls, steering wheels, steering column, windscreen wiper controls, indicator controls, elbow rests, seat positioning controls, gear-stick, buttons, handbrake, radio, and door frame); with surface contact disinfectant before and after each use.
- Before and after carrying out work activities (such as maintenance/inspections) wipe down and disinfect any regularly touched contact points with surface contact disinfectant
- Where more than one person is likely to use equipment and tools then they should ensure they are wiped down between use and also hands sanitised before and after use
- Cleaning materials and hand sanitiser must be made available for this purpose
- Ensure physical distancing is maintained during break times and consider staggering breaks, where necessary

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 8 Beach/Harbour Covid-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



All Line Managers and Supervisors should ensure they do the following:

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing and ensure record kept of any administration of first aid.
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Ensure adequate provision of hand sanitising facilities and cleaning materials.

All employees should ensure they do the following:

- Observe HSE advice on hand / respiratory hygiene.
- Observe HSE advice on physical distancing, so far as is reasonably practicable
- Refer to Safe Operating Guidance No 14 Travel for work
- Do not shake hands with other people.

- Leisure craft/members of the public will be admitted to harbours/marinas in line with public health advice.
- Use surface contact disinfectant on regularly touched contact points (door handles, switches, controls, and door frame in lifeguard huts, and so on). Refer to Safe Operating Guidance No 12. Basic Hygiene (including Buildings) COVID-19 Requirements.
- Refer to Safe Operating Guidance No 16 Use of Tools and Equipment
- Where more than one person is likely to use equipment (body boards, life buoys, kettle, first aid box and so on); commonly used surfaces must be cleaned using a surface contact disinfectant. Hands must be washed and sanitised before and after use.
- Wash and sanitise hands before eating and after removing PPE.
- Employees are advised to if possible bring a packed lunch and own their own delph and cutlery;
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Where a member of the public intentionally coughs or spits in the direction of an employee contact your line manager immediately. The incident must be reported to the Gardai.

First Aid / CPR

- Refer to Safe Operating Guidance No 10 Occupational First Aid

Litter Picking

- Refer to Safe Operating Guidance No 5. Street Cleaning / Emptying Public Bins COVID-19 Requirements

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 9

Site Inspections at a Private House (including the curtilage of a private house)

Date: 20th May 2020

Version: 1.0

Potential Hazards

- Contamination with Covid-19 virus.
- Spread of Covid-19 virus to citizens or from citizens.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing when carrying out maintenance activities

COVID-19 Personal Protective Equipment (PPE)

To be determined through Risk Assessment and depending on site conditions.

 Disposable Gloves ☐	 Face Mask ☐	 Tyvek Suit ☐	 Face Shield ☐	 Safety Goggles ☐	☐ Other ☐	☐ Other ☐
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Procedures

 Wash your hands well and often to avoid contamination	 Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue	 Avoid touching eyes, nose, or mouth with unwashed hands	 Clean and disinfect frequently touched objects and surfaces	 Stop shaking hands or hugging when saying hello or greeting other people	 Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell
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Prior to Inspection and prior to leaving the Office:

- Check that the persons who would be visiting the private house do not have any symptoms of COVID 19.
- Make contact with the occupier by telephone and establish the following for all occupants of the house: (if necessary, inform the occupier that the inspection cannot proceed until all of these questions have been answered)
 1. Is there a confirmed case of Covid-19 in the household?
 2. Is the occupier or any of their household showing symptoms of a cough, fever or anything else which may be indicative of Covid-19?

3. Have they received advice from their G.P. that they should self-isolate?
4. Are they in any high-risk group due to age or underlying medical condition?

If the occupier fails to answer any of the questions asked, assume that the answer to the question is yes and proceed accordingly as below.

Scenario 1

If the answer to all 4 questions is No, then the inspection can proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the house.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE and sanitise or wash hands
- Prior to entry, confirm the number of occupants and their health status as previously recorded.
- Request the occupier to open the door, to leave it open and to relocate all occupants away from the area to be inspected.
- Ensure that activities / tasks are managed to minimise employee contact with surfaces.
- Minimise the time spent in the house.
- Sanitise or hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

Scenario 2

If the answer to questions 1, 2 or 3 is yes and the inspection is not essential, then the visit should be deferred and alternative arrangements made when the status of the occupiers has changed.

Scenario 3

If the answer to questions 1, 2 or 3 is yes and the inspection is essential, then the visit should proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the house.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE taking potential presence of COVID 19 on the premises into account and sanitise or wash hands
- Prior to entry, confirm the number of occupants and their health status as previously recorded.

- Request the occupier, by telephone if possible, to open all external and internal doors (in area to be inspected), to leave them open and to relocate all occupants in rooms that are not subject to inspection. In addition, request the occupier to open the windows in the area to be inspected and to move anything in the house that might impede the inspection.
- Wait 15 minutes for the area to ventilate
- Ensure that activities / tasks are managed to minimise employee contact with surfaces.
- Minimise the time spent in the house.
- Sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

Scenario 4

If the answer to question 4 is yes and the answer to questions 1, 2, and 3 is No, then the inspection can proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the house.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE and sanitise or wash hands
- Prior to entry, confirm the number of occupants and their health status as previously recorded.
- Request the occupier to open the door, to leave it open and to relocate all occupants away from the area to be inspected.
- Ensure that activities / tasks are managed to minimise employee contact with surfaces.
- Minimise the time spent in the house.
- Sanitise or wash hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP and Human Resources Department.

Standard Operating Guidance No. 10 Occupational First Aid/Defibrillator COVID-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



All employees should ensure they do the following:-

- Standard infection control precautions should be applied when treating all patients.
- Minimise hand contamination, avoid touching your face, and clean hands frequently with soap and water or alcohol based hand gel.
- If, as a First Aid Responder, you can avoid close contact with a person who requires some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.

Minor Injuries

- Where practical, the First Aid Responder should avoid close contact and direct the individual through the steps of treating their own injury. The patient should be provided with and encouraged to wear a disposable face mask.

CPR / Use of Defibrillator

- It is recommended not to perform rescue breaths or mouth-to-mouth ventilation.
- An FFP2 mask should be worn by the first aid responder.
- Perform chest compressions only, until a BVM (Bag Valve Mask) is available.
- If a decision is made to perform CPR, a BVM with a viral filter attached must be used. To ensure a good seal on the facemask, to minimise droplet risk, the two person operation of the BVM is recommended, where possible.
- If, under exceptional circumstances, you have given mouth-to-mouth ventilation, you should contact your GP for advice.
- If a defibrillator is required, normal hygiene protocols should be followed. A surgical mask should be placed on the patient and an FFP2 mask worn by the first aider.

Following first aid treatment

- Disposable PPE and any waste should be disposed of appropriately and as Hazmat contaminated waste, if required.
- Reusable PPE and other equipment should be cleaned / disinfected thoroughly with a surface contact disinfectant.
- Replenish PPE stock as appropriate. Liaise with your Line Manager or designated person to ensure any issues with first aid PPE are resolved in as timely a manner as possible.

First Aid Cover in Buildings with Reduced Occupancy

- Where working arrangements result in reduced occupancy in buildings, line managers should give consideration to first aid cover and ensure that a sufficient number of trained occupational first aiders are present in the building, so far as is reasonably practicable.
- First aid rooms in buildings should be disinfected after each patient treatment using a surface contact disinfectant. The room should be left with doors open for at least 20 minutes before cleaning.

Additional Guidance

- Additional guidance is available in the Pre Hospital Emergency Care Council COVID-19 Advisory v1 document

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 11

Canteen / Eating COVID-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Canteens and Eating areas

- A review should be carried out to determine the appropriate number of employees who can be facilitated in canteen, kitchen or break area at any one time.
- Put in place a seating and table arrangement which complies with the two metre distancing.
- If necessary, extend the canteen serving times.
- Employees should wash their hands before and after eating.
- Hand cleaning facilities or hand sanitiser should be available at the canteen or kitchen entrance and exit.
- Adhere to physical distancing and implement a queue management system with correct distance markings at food counters, tray return points and checkouts.
- COVID-19 information posters should be prominently displayed.
- Payments should be taken by contactless card wherever possible.
- Consider cup and lid dispensers to avoid multiple touching of cups and lids.
- Use only packaged items, tea / coffee / sugar / stirrers and so on.

Line Management

- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Employees should be organised into teams who work and take breaks together.

Employees

- Maintain physical distancing while using canteen facilities.
- Employees should wash their hands before and after eating.
- Tables should be cleared by employees when finished eating and a surface contact disinfectant used between each use.
- No sharing of cups, glasses, dishes or cutlery, unless good sanitisation such as a dishwasher or hot water and detergent are available.
- Only use keep cups where self service is available.
- All rubbish should be disposed in a suitable bin.

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 12

Basic Hygiene (including Buildings) COVID-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Hygiene:

Good hygiene and hand washing are key to preventing the spread of COVID-19. All personnel should follow this advice and encourage others to follow this advice too.

Do:

- Wash your hands properly and often.
 - You should wash your hands:
 - 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
 - if you have handled animals or animal waste.
 - 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.
- Ensure clothes are cleaned regularly including Hi-Vis and so on.

Do not:

- 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.
- Do not shake hands with anyone.

Building Entrances

- Hand sanitisers should be made available at main entry and at locations throughout the premises.
- Ensure a visible display of HSE COVID-19 safety notices (click link)
<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

Public Counters

- Refer to Safe Operating Guidance No 6 Meeting and Working Close to the Public.

Office Arrangements

The recommendations in relation to Office Spaces are as follows:

- Determine the occupancy levels for each work location ensuring that physical distancing in line with public health guidance can be achieved.
- Manage office layout as required to ensure employees are seated 2 metres apart
- In situations where a 2 metre separation cannot be achieved, consideration to be given to installing temporary physical barriers, such as clear plastic guards between employees for the duration of the pandemic.
- Promote a clean desk policy and ensure that employees implement a practice of cleaning their workstation at the start and end of their working day.
- Promote use of emails, phones and I.T software rather than face to face contact in the office.
- It is important to reduce the movement of employees between offices / floors and when discussions are needed, do so by phone or email where possible.
- Eliminate, if possible, non-essential visitors attending offices.
- Regularly clean common contact surfaces in offices (for example, photocopiers, laptops, telephone, handsets, desks). Ensure that cleaning materials and waste disposal options are provided.
- Offices should be well ventilated, and windows kept open where possible.
- Modify use of hot desks to ensure that these are made available to identified staff and have appropriate cleaning materials for employees to clean the area before using.
- Minimise handling of paper documents and cash where possible.
- With the exception of fire door, doors should be kept open where possible, when the building is occupied, to reduce persons touching door handles and so on.
- Increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails and so on at regular intervals throughout the day - at least twice daily.

Waiting Areas / Reception Areas

- HSE posters and signage should be displayed in prominent locations advising of physical distancing and hygiene practices.

- Limit numbers of seats / organise in such a manner to ensure two-metre distance.
- Remove any unnecessary items from common areas that could be contaminated for example, magazines / toys.

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 13 Attendance at Emergency Call Outs

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Communication and Consultation

- Employees to be briefed by their Line Manager on the contents of this SOG in conjunction with the relevant Risk Assessment/Safe Operating Guidance and the current HSE Coronavirus COVID-19 Public Health Advice in advance of attendance at Emergency Call Outs.

Organisation of Site Employees

- Where possible the same group of site employees should be rostered to attend emergency calls outs.
- There should be no employee gatherings before, during or after the attendance and physical distancing guidelines should be implemented for the maximum time possible.

Mobilising and Attending Site

- Prior to site attendance the Site Supervisor should determine if there is potential for exposure to COVID-19 at the site location based on available information.
- Refer to Safe Operating Guidance No 14 Travel for Work.
- Hand sanitising to be carried out by employees on arrival to the site.

- On arrival to the site location the Site Supervisor to establish if there is potential for exposure to COVID-19 at the site location based on available information.

Safe System of Work Plan (SSWP)

- SSWP to be completed by the site employees in advance of works commencing.

Physical Distancing

- Where possible works to be organised and carried out so as to ensure that physical distancing in line with public health advice is achieved at all times by all site employees.
- Adequate lighting to be provided when required to allow compliance with physical distancing arrangements on site.

Close Contact Working

- Where task specific PPE is required employees should comply with the normal PPE requirements in the first instance.
- Should employees be required to carry out Close Contact Work, that is, where it has been established that a physical distancing cannot be achieved by other measures, employees must refer to Safe Operating Guidance No 15 Requirement and Use of PPE.

Tools, Plant and Equipment

- Refer to Safe Operating Guidance No 16 Use of Tools and Equipment

First Aid Administration

- Refer to Safe Operating Guidance No 10 Occupational First Aid/Defibrillator Requirements Covid-19

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 14 Covid-19 Guidance Travel for Work

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Travelling to / from Work

- Where possible, walk or cycle, to and from work.
- Where possible, travel alone in your private vehicle.
- Parking arrangements for additional cars and bicycles may need to be considered as for employees during this time.
- If availing of public transport, follow physical distancing guidelines provided by operators. Minimise contact with frequently touched surfaces, e.g. handles, roof straps, isolation bars.
- Sanitise hands on arrival at work location.

Travelling in Council Works Vehicles

- Site meetings to be conducted remotely where possible.
- The occupancy level of vehicles is to be minimised and single occupancy for vehicles is preferable.
- If more than one per person per vehicle, the following measures must be followed:
 - Employees should not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.
 - Sit as far apart as the vehicle allows.

- Passenger to travel in the back of the vehicle at left passenger side.
- Keep windows of vehicles open, at least partially.
- Practice good respiratory hygiene.
- Key touch points in vehicles are to be wiped regularly (e.g. door handles, steering wheel, handbrake, gear stick, radio controls) and hands sanitised before and after entering / exiting the vehicle. Hygienic wipes and hand sanitiser must be available for this purpose.

Sanitise hands before and after entering / exiting the vehicle.

Line Manager must:

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept, to facilitate contact tracing
- Ensure adequate supplies of hygienic wipes and hand sanitiser are available for use in Council vehicles.
- Arrange work crews to reduce sharing of vehicles as far as is reasonably practicable.
- If possible, designate a single driver to a specific vehicle. Similarly, if vehicle is shared with crew member/s, crew should be assigned a specific seat for the shift.
- Where possible, allow for staff to travel directly to site, to reduce numbers in depots/confined areas.

Drivers must:

- Regularly clean/disinfect all hard surfaces likely to be touched by the passenger and/or driver.
- Keep cleaning products in the cab/vehicle.
- Use disposable gloves and hand hygiene measures when filling fuel at service stations.
- When sharing vehicle, maintain airflow in vehicle throughout journeys, i.e. keep windows at least partially open.

Note 1: IPB have agreed to extend the Local Authorities motor fleet policy to provide business use for these employees using personal vehicles for the period of the emergency. The cover level is agreed Comprehensive Cover. *Management must keep a record of the employee's name and private insurance policy number.*

Note 2: IPB has issued an advisory note in relation to the partitioning of vehicles to facilitate higher occupancy levels to Local Authorities. Local Authorities should ensure that they are informed about this item.

Note 3: Commercial Vehicle Roadworthiness (CVR) testing is currently suspended. However, vehicles should continue to be maintained in a road worthy condition

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Procedure No. 15

Personal Protective Equipment - Requirements and Use – Covid-19

Date: 20th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing requirements in line with public health advice

Procedures



COVID-19 Personal Protective Equipment

While using Personal Protective Equipment (PPE) can help prevent some exposures, it should not take the place of other preventative measures. The most important action employees can take to protect themselves from COVID-19 is regular hand-washing, good respiratory hygiene and observing physical distancing guidelines.

Line Manager / Supervisor should ensure they do the following:

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing.
- Ensure adequate provision of PPE as determined by Risk Assessment and Standard Operating Procedures.
- Ensure employees are provided with suitable information in relation to the use and disposal of the PPE
- Keep up to date with the latest Public Health advice in relation to wearing of PPE during the COVID-19 pandemic.

All employees should ensure they do the following:

- Check the Risk Assessment or Standard Operating Guidance to determine what PPE is required for the specific activity or task.
- Understand that the PPE provided is to be used by one employee only and must not be shared
- Ensure that PPE selected is suitable for use and is only used for the purposes specified.
- Use the PPE in accordance with the instructions and training provided.
- Report any defects in or damage to the PPE.
- Ensure that the PPE provided is stored in an appropriate manner and disposed of/cleaned after use and replaced as necessary.

COVID-19 Personal Protective Equipment (PPE)

- **Risk Assessment:** The requirements for PPE are to be determined in the first instance by risk assessment. The risk assessment will determine the type of PPE to be provided and to ensure that the PPE is appropriate to the risk.
- In addition, PPE should be available as appropriate, in the following circumstances:
 - **Close Working Within a Team**
Physical distancing should be maintained wherever possible. Where specific tasks require that physical distancing cannot be maintained (e.g. manual handling, trench work etc.), then disposable masks and eye protection are recommended, along with the normal PPE.
 - **Close Working with Members of the Public or Contractors**
Physical distancing should be maintained wherever possible. Where it has been established that close working cannot be avoided (e.g. social work, within domestic premises, visiting halting sites) and physical barriers cannot be achieved, then an appropriate mask and eye protection are recommended.
 - **Close Working in an Enclosed Space**
Physical distancing should be maintained wherever possible. Where it has been established that close working cannot be avoided and work will be over a significant period of time (e.g. maintenance repairs within a domestic property) then a disposable face mask, disposable gloves, eye protection and disposable overalls/suit are recommended.
 - **When treating First Aid Incidents:** When treating First Aid Incidents, appropriate face mask, disposable gloves and eye protection are recommended. Refer to SoG no.10 for specific occupational first aid details.
 - **Suspect Case of COVID-19:** If an employee displays symptoms of COVID-19 during work, he/she is to be moved to a designated isolation area and should be provided with a Disposable Face Mask, if one available. The employee should wear the face mask if in a common area with other people and while exiting the premises.

Face Masks

Types of Face Masks

Respirator Masks	These are intended to filter out essentially all small particles from the air inhaled by the wearer. These are normally required for employees who are considered at higher risk from occupational exposure to COVID-19. The requirement to use should be based on the appropriate risk assessment and should be task specific. They are intended for single use and for discarding after use. Guidance on fitting these masks can be found: https://www.hse.gov.uk/pubns/disposable-respirator.pdf
Surgical Masks	The use of surgical masks has two objectives: 1. To reduce the risk of droplet transmission of infection to the wearer. 2. To reduce the risk of droplet transmission of infection to others. Use of surgical masks for these purposes is in addition to and is not intended as a replacement for other measures to reduce the risk of transmission of infection. These measures include hand hygiene and

	maintaining a distance of 2 m between people whenever possible. Surgical masks must be donned correctly and should remain in place covering the nose and mouth throughout the period of use. Masks should not be moved up and down over the nose and mouth. These masks are considered where a distance of 2 m cannot be maintained. People with COVID-19 are also asked to wear a mask to reduce the amount of COVID-19 droplets that they scatter. These are intended for single use and for discarding after use.
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Disposable Gloves

Disposable gloves are generally not required for infection prevention and control purposes.

Wearing disposable gloves can give a false sense of security. Individuals may:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on;
- not wash your hands as often as needed;
- touch face with contaminated gloves;
- contaminate themselves when taking off the gloves or touching surfaces.

Where gloves are necessary:

- they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.
- Gloves should be disposed of after each use and/or if they become damaged/torn.

Disposable Overalls

- Single-Use disposable overalls may be provided for employees undertaking specific tasks e.g. close working activities. > 15 minutes within 2m.

Wearing & Removal of COVID-19 PPE

- COVID-19 PPE should be worn and removed using appropriate hand hygiene and in line with instruction and training.

The HSE advises the following sequence for putting on and removing PPE*:

Putting on PPE sequence:

1. Wash / sanitise hands
2. Put on overalls
3. Put on face mask, where required
4. Put on eye protection
5. Put on gloves
6. Prepare disposal bag at location you are working to place PPE in after task

Removing PPE sequence:

1. Remove gloves – follow standard technique
2. Wash / sanitise hands
3. Remove eye protection
4. Remove overalls
5. Remove face mask – remove by straps
6. Wash / sanitise hands
7. Double bag waste – only touching outside of bag.
8. Wash / sanitise hands

*All PPE may not be required

Disposal of PPE

- At the end of all tasks, all disposable COVID-19 PPE to be disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised. Hands to be sanitised following same.
- Eye Protection to be washed thoroughly after use with suitable decontamination solution. Hands to be sanitised following same.

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 16

Use of Equipment, Tools and Plant: COVID-19 Requirements

Date: 14th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



Line Manager

- Ensure COVID-19 Induction training has been provided
- Ensure a log of contact / group work is kept to facilitate contact tracing
- Arrangements to be made for one individual to use the same tool, plant and equipment as much as possible.
- Ensure adequate provision of hand sanitising facilities and cleaning materials.

General Arrangement for use of Equipment, Tools and Plant:

- All tools and equipment should be properly sanitised to prevent cross contamination.
- Sharing of tools and equipment should be avoided if possible.
- Plan work for one individual to use the same equipment or tool as much as possible.
- Where this is not possible then commonly used surfaces / touch points must be wiped down with disinfectant between each use by the user.
- Cabs and touch points of vehicles and site plant to be cleaned by operator and maintained daily thereafter).

- Consider provision of posters / stickers in the workplace to encourage staff to complete ongoing disinfection of tools and equipment that is shared

Close Working Less than two metres

In the first instance, all options to eliminate the close working activity should be considered and exhausted.

Where two metres physical distancing cannot be avoided the following is required:

- Risk assessment to be carried out and control measures determined including PPE requirements.
- Only those required for the task shall be allowed within the physical distancing exclusion zone, erect barriers where necessary.
- Limit the amount of time of close working to the absolute minimum.
- Hygiene to be maintained to a high standard:
 - Clean hands before and after activity
 - Avoid touching face
 - Practice good respiratory hygiene and cough etiquette
 - Work environment and equipment to be cleaned before and after activity
- Avoid physical contact and personnel to operate side by side, facing away from each other where possible.
- PPE used is to be removed and disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised.

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 17

Site Inspections of Non-Residential Private Property

Date: 20th May 2020

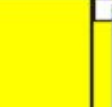
Version: 1.0

Potential Hazards

- Contamination with Covid-19 virus.
- Spread of Covid-19 virus to citizens or from citizens.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing when carrying out maintenance activities

COVID-19 Personal Protective Equipment (PPE)

To be determined through Risk Assessment and depending on site conditions.

					
Disposable Gloves ☐	Face Mask ☐	Tyvek Suit ☐	Face Shield ☐	Safety Goggles ☐	Other ☐ Other ☐

Procedures

					
Wash your hands well and often to avoid contamination	Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue	Avoid touching eyes, nose, or mouth with unwashed hands	Clean and disinfect frequently touched objects and surfaces	Stop shaking hands or hugging when saying hello or greeting other people	Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell

Prior to Inspection and prior to leaving the Office:

- Check that the persons who will conduct the inspection do not have any symptoms of COVID 19.
- Make contact with the occupier by telephone and establish the following for all occupants of the premises: (if necessary, inform the occupier that the inspection cannot proceed until all of these questions have been answered)
 5. Is there a confirmed case of Covid-19 on the premises?
 6. Is the occupier or any other person present showing symptoms of a cough, fever or anything else which may be indicative of Covid-19?

7. Has any person on the premises received advice from their G.P. that they should self-isolate?
8. Is any person on the premises in any high-risk group due to age or underlying medical condition?

If the occupier fails to answer any of the questions asked, assume that the answer to the question is yes and proceed accordingly as below.

Scenario 1

If the answer to all 4 questions is No, then the inspection can proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the premises.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE and wash / sanitise hands
- Prior to entry, confirm the health status of those that are present as previously recorded.
- Request the occupier to open the door, to leave it open and to relocate all occupants away from the area to be inspected.
- Ensure that activities / tasks are managed to minimise employee contact with surfaces.
- Minimise the time spent in the premises.
- Wash / sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

Scenario 2

If the answer to questions 1, 2 or 3 is yes and the inspection is not essential, then the visit should be deferred and alternative arrangements made when the status of the occupiers has changed.

Scenario 3

If the answer to questions 1, 2 or 3 is yes and the inspection is essential, then the visit should proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the premises.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE taking potential presence of COVID 19 on the premises into account and wash / sanitise hands
- Prior to entry, confirm the number of occupants and their health status as previously recorded.
- Request the occupier, by telephone if possible, to open all external and internal doors (in area to be inspected), to leave them open and to relocate all occupants away from

the area to be inspected. In addition, request the occupier to open the windows in the area to be inspected and to move anything in the premises that might impede the inspection.

- Wait 15 minutes for the area to ventilate
- Ensure that activities / tasks are managed to minimise employee contact with surfaces.
- Minimise the time spent in the premises.
- Wash / sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

Scenario 4

If the answer to question 4 is yes and the answer to questions 1, 2, and 3 is No, then the inspection can proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the premises.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE and wash/ sanitise hands
- Prior to entry, confirm the number of occupants and their health status as previously recorded.
- Request the occupier to open the door, to leave it open and to relocate all occupants away from the area to be inspected.
- Ensure that activities / tasks are managed to minimise employee contact with surfaces.
- Minimise the time spent in the premises.
- Wash / sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP and Human Resources Department.

Standard Operating Guidance No.18

The Handling of Documents, Cash, Stationery & Equipment

Date: 20th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching items that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice
- Inaccessibility to appropriate hand hygiene facilities, particularly out on site.

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



Procedures



All Line Managers and Supervisors should ensure that they do the following:

- Provide COVID-19 Induction to all workers; covering public health advice, the workplace control measures and what to do if symptoms develop.
- Keep contact log.
- Provide Tissues, Hand Sanitiser, Paper Towels, Personal Protective Equipment, Surface contact disinfectant, and bin bags to all workers, as required.
- Provide regular COVID-19 safety briefings to all workers.

All Employees should ensure that they do the following:

- Maintain physical distancing requirements and good hand hygiene.
- Employees should sanitise or wash their hands before and after handling documents, cash, equipment, stationery etc.
- Desks and keyboards should be wiped down with surface contact disinfectant each morning, provided by the local authority.
- No sharing of pens or stationery.
- All unwanted papers should be disposed of in a suitable bin to allow for the desk to be thoroughly cleaned each evening.
- Desks should be cleared by employees when finished work at the end of the day.
- Employees should be cognisant at all times not to touch their face, but particularly before and after handling documents, files, cash, equipment or stationery.

Handling of Documents, Cash, Stationery & Equipment by Employees

- When handling physical materials employees should ensure that physical distancing guidelines are adhered to with other staff and members of the public.
- Prior to handling documents, cash, stationery or equipment, employees must sanitise or wash their hands for 20 seconds as per HSE guidelines. Employees can then proceed to handle the item/s in question. Employees must refrain from touching their face, clothes or other surfaces throughout this process. On completion of the task the employee shall again sanitise or wash their hands for 20 seconds as per the HSE guidelines.
- Employees are to use their own pens and own stationery. Sharing of such items is to be avoided.
- Employees working at public counters taking cash payments, post and other documents should ideally have screens placed between them and the public.
- Librarians, when accepting books or DVD's from the public, are to exercise the required hand hygiene measures in place for Covid-19 as outlined in the second bullet point above.
- For office equipment that has shared use such as photocopiers, laminating machines, binders, plotters, etc, surface contact disinfectant must be made available beside these pieces of equipment for employees to use. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly will form part of new cleaning regimes.
- Core Clocking Machines and ID entry points must be cleaned and disinfected regularly each day. Staff should sanitise or wash their hands before and after use.
- Touch Screen and other frequently touched surfaces such as public counters should be cleaned and disinfected regularly

Handling of Documents & Touch Screens by the Public

- When handling physical materials members of the public should ensure that physical distancing guidelines are adhered to with staff and other members of the public.
- Prior to handling documents, touch screens, members of the public must sanitise or wash their hands for 20 seconds as per HSE guidelines and can then proceed to handle the item/s in question. Members of the public must refrain from touching their face throughout this process and where the inspection period is extended, should sanitise their hands on a regular basis. On completion of the task the member of the public shall sanitise / wash their hands again as per the HSE guidelines.
- Members of the public are to use their own pens and own stationery. Sharing of such items is to be avoided.

- Appropriate signage should be displayed and sufficient cleaning and hand hygiene materials should be provided in these areas.

Monitoring of Arrangements

- Employees are to maintain the highest standard of hand hygiene and respiratory etiquette at all times in the workplace. Covid-19 arrangements are to be monitored regularly by the Line Manager / Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No.19

Local Authority Vet and Veterinary Inspectors COVID-19 Requirements

Date: 20th May 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice.

COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment

						
Disposable Gloves ☐	Face Mask ☐	Tyvek Suit ☐	Face Shield ☐	Safety Goggles ☐	Shoe Cover ☐	Other ☐

Procedures

					
Wash your hands well and often to avoid contamination	Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue	Avoid touching eyes, nose, or mouth with unwashed hands	Clean and disinfect frequently touched objects and surfaces	Stop shaking hands or hugging when saying hello or greeting other people	Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell

Notes:

- All Veterinary Inspectors must comply with HSE and Government Guidelines with regard to physical distancing and other COVID 19 restrictions.
- Veterinary Inspectors should also comply with the National Return to Work Safely Protocol, "COVID-19 Specific National Protocol for Employers and Workers".

Local Authority Veterinary Officer should ensure that they do the following:

- Provide COVID-19 Induction to direct workers; covering public health advice, the workplace control measures and what to do if symptoms develop.
- Keep contact log for direct workers.
- Provide Tissues, Hand Sanitiser, Handtowels, Personal Protective Equipment, Anti-viral wipes, and bin bags as required to direct workers.
- Provide regular COVID-19 safety briefings to direct workers.
- So far as is reasonably practicable, pre-arrange visits / inspections.
- Review Veterinary Inspectors panel and establish contingency cover in line with HSE guidelines.
- Restrict movement of Veterinary Inspectors between Food Business Organisations (FBO) and keep inspection schedule.
- Strengthen lines of communication with Regional Chief Medical Officer (HSE), County Principal Environment Health Officer (FSAI), Veterinary Inspectors and FBO.
- Request contract Veterinary Inspectors to forward updated safety documentation including their COVID-19 controls (e.g. safety statements and risk assessments).

All Employees including contract Veterinary Inspectors should ensure that they do the following:

- Local Authority Vet and Veterinary Inspectors to comply with COVID-19 arrangements as defined by the FBO.
- As far as practicable pre-arrange visits / inspections with FBO.
- Local Authority Vet and Veterinary Inspectors to ensure that they are COVID-19 symptom free prior to attending FBO.
- Do not share paperwork/pens and is so far as it is possible, share and exchange documentation electronically.
- Bring any concerns to the attention to management of the FBO.
- Maintain physical distancing requirements in line with public health advice at all times.
- Do not shake hands or make close contact with other people.
- Avoid any crowded place and reduce physical interactions.
- Refer to Safe Operating Guidance No 14 Travel for Work.
- Refer to Safe Operating Guidance No 15 Requirement and Use of PPE
- Avoid touching face, particularly eyes, nose and mouth, at all times.
- Sanitise and / or wash hands before eating, drinking or smoking, and after removing PPE.

Close Working Less than two metres (e.g. sampling)

In the first instance, all options to eliminate the close working activity should be considered and exhausted.

Where two metres physical distancing cannot be avoided, the following is required:

- Risk assessment to be carried out and control measures determined including PPE requirements.
- Only those required for the task shall be allowed within the physical distancing exclusion zone, erect barriers where necessary.
- Limit the amount of time of close working to the absolute minimum.

- Hygiene to be maintained to a high standard:
 - Sanitise / wash hands before and after activity
 - Avoid touching face
 - Practice good respiratory hygiene and cough etiquette
 - Work environment and equipment to be cleaned before and after activity
- Avoid physical contact and personnel to operate side by side, facing away from each other where possible.
- PPE used is to be removed and disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised.

Monitoring of Arrangements

- Covid-19 arrangements to be monitored regularly by the Local Authority Vet.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.

Standard Operating Guidance No. 21

Local Authority Housing Maintenance Covid-19 Requirements

Date: 29th May 2020

Version: 1.0

Potential Hazards

- Contamination with Covid-19 virus.
- Spread of Covid-19 virus to citizens or from citizens.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing when carrying out maintenance activities

COVID-19 Personal Protective Equipment (PPE)

To be determined through Risk Assessment and depending on site conditions.



Procedures



Prior to attending a maintenance call:

- Check that the persons who will conduct the works do not have any symptoms of COVID 19.
- Make contact with the occupier by telephone and establish the following for all occupants of the premises: (if necessary, inform the occupier that the works cannot proceed until all of these questions have been answered)
 9. Is there a confirmed case of Covid-19 on the premises?
 10. Is the occupier or any other person present showing symptoms of a cough, fever or anything else which may be indicative of Covid-19?
 11. Has any person on the premises received advice from their G.P. that they should self-isolate?

12. Is any person on the premises in any high-risk group due to age or underlying medical condition?

If the occupier fails to answer any of the questions asked, assume that the answer to the question is yes and proceed accordingly as below.

Scenario 1

If the answer to all 4 questions is No, then the works can proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the premises.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE and wash / sanitise hands in accordance with SOG No 15 Use of Personal Protective Equipment.
- Prior to entry, confirm the health status of those that are present as previously recorded.
- Request the occupier to open the door, to leave it open and to relocate all occupants away from the area of works.
- Ensure that activities / tasks are managed to minimise employee contact with surfaces which are not part of the works. Use surface contact disinfectant on hard surfaces where required. Ensure that electrical items are disconnected before spraying.
- Minimise the time spent in the premises.
- Wash / sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

Scenario 2

If the answer to questions 1, 2 or 3 is yes and the maintenance is not essential, then the visit should be deferred and alternative arrangements made when the status of the occupiers has changed.

Scenario 3

If the answer to questions 1, 2 or 3 is yes and the maintenance is essential, then the visit should proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the premises.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE taking potential presence of COVID 19 on the premises into account and wash / sanitise hands. in accordance with SOG No 15 Use of Personal Protective Equipment.
- Prior to entry, confirm the number of occupants and their health status as previously recorded.
- Request the occupier, by telephone if possible, to open all external and internal doors (in area of works), to leave them open and to relocate all occupants away from the

area of works. In addition, request the occupier to open the windows in the area of works and to move anything in the premises that might impede the works.

- Wait 15 minutes for the area to ventilate
- Ensure that activities / tasks are managed to minimise employee contact with surfaces which are not part of the works. Use surface contact disinfectant on hard surfaces where required. Ensure that electrical items are disconnected before spraying.
- Minimise the time spent in the premises.
- Wash / sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

Scenario 4

If the answer to question 4 is yes and the answer to questions 1, 2, and 3 is No, then the works can proceed under the following conditions:

- SSWP must be completed before work commences and particular consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the premises.
- Employees must refer SOG No.14 Travel to Work for advice on travelling to and from premises
- Deploy required PPE and wash/ sanitise hands in accordance with SOG No 15 Use of Personal Protective Equipment.
- Prior to entry, confirm the number of occupants and their health status as previously recorded.
- Request the occupier to open the door, to leave it open and to relocate all occupants away from the area of works.
- Ensure that activities / tasks are managed to minimise employee contact with surfaces which are not part of the works. Use surface contact disinfectant on hard surfaces where required. Ensure that electrical items are disconnected before spraying.
- Minimise the time spent in the premises.
- Wash / sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with best practice.

Halting Sites

- Maintenance at halting sites may present particular challenges due to inability to achieve physical distancing.
- Where a halting site has confirmed case(s) of Covid-19 then the line manager may need to co-ordinate with the HSE prior to attending site.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/Line Manager and Human Resources Department.

Standard Operating Guidance No. 22 Management of Construction Projects

Date: 3rd June 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person or living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

- COVID -19 PPE requirements should be determined by risk assessment



Procedures



Notes:

- All Contractors must comply with HSE & Government Guidelines with regard to physical distancing and other COVID 19 measures.
- Contractors should be aware that the CIF has issued “Construction Sector COVID-19 Pandemic Standard Operating Procedures” and an associated online induction course.
- Contractors must comply with the National Return to Work Safely Protocol, “COVID-19 Specific National Protocol for Employers and Workers”.

A. On projects where the Local Authority is the Client only:

Prior to the commencement or resumption of works, the Local Authority should engage with the principal Contractor and request that the Contractor submit a declaration, on his own behalf and on behalf of all sub-contractors, confirming that the following have been undertaken to protect the staff and the public:

1. Confirm that Safety Statement and risk assessments / method statements have been reviewed and updated to take account of Covid-19 measures.
2. Confirm that Health and Safety Plan for this project has been reviewed and updated to take account of Covid-19 measures.
3. Confirm that Covid-19 induction has been provided to your company staff.
4. Confirm that appropriate monitoring of Covid-19 measures is in place.
5. Confirm that appropriate physical distancing can be achieved and maintained at all times while completing your contracted work activities on behalf of **** County / City Council.
6. If physical distancing cannot be achieved and maintained, confirm that the company has developed procedures to deal with close working within your company risk assessment/method statement.
7. Confirm that your company has suitable arrangements in place to maintain hand hygiene while work is being completed on behalf of **** County / City Council.
8. Confirm that suitable cleaning materials are available for your staff to use during the work activity e.g. disinfectant cleaners/disinfectant wipes, hand sanitiser.
9. Confirm that the appropriate PPE as specified in your company Covid-19 risk assessment/ method statement is available and in use by your staff when required.
10. Confirm that suitable arrangements are in place to dispose of PPE safely after use.
11. Confirm that revised project timelines have been taken into account in consideration of the requirement to notify the HSA of construction projects.

B. On projects where the Local Authority is Project Supervisor for Design Phase and Construction Stage:

In addition to the Project Supervisor duties outlined in the SHWW (Construction) Regulations, the Local Authority as Project Supervisor DP and CS must ensure that:

- For new projects, both the Preliminary Health and Safety Plan and the Construction Stage Health and Safety Plan include COVID-19 arrangements including adherence to 'Return to Work Safely Protocol'
- For current projects where there is an existing Construction Stage Health and Safety Plan, that this is revised and updated to include COVID-19 arrangements including adherence to 'Return to Work Safely Protocol'
- All contractors on current projects submit self-declaration as outlined at A above.

C. On projects where the Local Authority is Project Supervisor for Design Phase and construction is undertaken by Contract:

In addition to the Project Supervisor duties outlined in the SHWW (Construction) Regulations, the Local Authority as Project Supervisor DP must ensure that:

- For new projects, the Preliminary Health and Safety Plan includes COVID-19 arrangements including adherence to 'Return to Work Safely Protocol'
- Forward the Preliminary Health and Safety Plan to the Project Supervisor for Construction Stage.
- All contractors on current projects submit self-declaration as outlined at A above

Monitoring of Arrangements

- Covid-19 arrangements to be monitored regularly by the staff in charge of projects.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/Line Manager and Human Resources Department.

Standard Operating Guidance No. 23

Libraries - COVID-19 Requirements

Date: 3rd June 2020

Version: 1.0

Potential Hazards

- Contamination with Covid-19 virus.
- Spread of Covid-19 virus to citizens or from citizens.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Community transmission from infected surfaces.
- Inability to maintain physical distancing requirements in line with public health advice.

COVID-19 Personal Protective Equipment (PPE)

To be determined through Risk Assessment.

 Disposable Gloves ☐	 Face Mask ☐	 Tyvek Suit ☐	 Face Shield ☐	 Safety Goggles ☐	☐ Other ☐	☐ Other ☐
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Procedures

 Wash your hands well and often to avoid contamination	 Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue	 Avoid touching eyes, nose, or mouth with unwashed hands	 Clean and disinfect frequently touched objects and surfaces	 Stop shaking hands or hugging when saying hello or greeting other people	 Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell
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All Line Managers and Supervisors should ensure that they do the following:

- Ensure COVID-19 Induction has been completed.
- Keep a contact log.
- Review and enhance the cleaning regimes for library including public areas/toilet facilities, with particular attention to be paid to frequently touched surfaces such as public counters, handles on stairs, door handles, locks, taps etc.
- Ensure adequate provision of tissues, hand sanitiser, paper towels, surface contact disinfectant and Personal Protective Equipment as required and refer to SOG No.15 Personal Protective Equipment Requirements and Use - Covid-19 Requirements.

All Employees should ensure that they do the following:

- Compliance with the Libraries COVID-19 requirements is the responsibility of everyone and must be supported by all in order to protect health and reduce the spread of COVID-19.
- In the absence of a physical barrier / screen maintain the 2m physical distancing requirements with colleagues and during any interactions with members of the public.
- 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
- All physical materials to be handled by employees applying physical distancing guidelines. After handling materials, hands should be sanitised or washed for 20 seconds as per HSE guidelines.
- Employees shall at the commencement of each day clean their desk surface, phone, keyboard, mouse, display screen etc and undertake regular cleaning throughout the day with surface contact disinfectant.
- Employees are to use their own pens and own stationary. Sharing of such items is to be avoided.
- Employees should be cognisant at all times not to touch their face, but particularly before and after handling documents, files, cash, equipment or stationery.

Building Management

- **Physical Distancing** – Library layouts wherever possible should be arranged to comply with 2m physical distancing requirements. This may involve re-evaluating spaces (reception areas, shelving areas, corridors, storage area etc.), using new methods/engineering controls such as screens at public counters/desks, clear floor /route markings or scheduling/allotting times for public engagement with library services. Limit the numbers of seats / organise in such a manner to ensure two-metre distance. Remove any unnecessary items from open areas that could be contaminated for example toys. Consideration must be made for people with disabilities, vulnerable users and other distinct user groups including children.
- **Designated collection and returns areas** – these will be established at each library, from where library items may be returned and/or collected. Clear signage indicating where users are to collect and return items in the designated and marked bins/areas of the library and at designated times where applicable.
- **Close Working Measures (<2m apart)** – Ongoing processes should be in place to eliminate close working where possible. Risk assessments, pre-planning of procedures, rotas and alternative methods of work/building layout should be considered. Where this is deemed not possible then ensure suitable controls are in place such as minimising time taken on tasks, using engineering controls such as barriers, using PPE, avoiding the sharing of items, cleaning of equipment between users. Where work inside within 2 metres of a colleague is unavoidable then further guidance should be sought from Line Manager.
- **Library Entrances** – Ensure Hand sanitiser is made available at main entry and exit points. Ensure a visible display of HSE COVID-19 information posters and signage at entrances at prominent locations in the building.
<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>
- **Library Access/Egress points** – Control public access and avoid congregation of large numbers at any one point. Make provisions for a queue management system outside of library with clear directional and floor markings to ensure 2m physical

distancing. Consideration must be made for people with disabilities, vulnerable users and other distinct user groups including children. Ensure emergency routes are maintained.

- **Walkways/stairs and corridors** – Consider and ensure there are suitable arrangements to maintain physical distancing. e.g. signage, one-way systems, barriers, floor markings to guide users through the building etc.
- **Sanitizer** - Provide alcohol-based hand sanitizer in public areas and ensure that supplies are maintained.
- **Cleaning Arrangements** - Enhanced cleaning regimes should be implemented ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected. Workspaces and public spaces, including tabletops, door handles, book drops, computers, self service checkouts and telephones, must be regularly sanitized. Essential cleaning materials shall be available in the workspace for personnel to use themselves. Cleaning should be performed at least twice per day. Increase number of waste collection points and ensure these are emptied regularly throughout and at the end of each day. Libraries should be well ventilated and windows kept open where possible.
- **Travelling to / from Work** – Refer to SOG No. 14 Travelling to and From Work.
- **Public Toilet Facilities** – Refer to SOG No.24 Local Authority Public Toilets Covid-19 Requirements.
- **Equipment** –
 - **Public:** When library equipment (e.g. printers/photocopiers/self-service checkouts/tablets/phones) is made available for public use, it should be on a single-user basis, and cleaned between use. Clear signage should be displayed to inform users to clean down equipment between use. Cleaning materials must be available for this purpose.
 - **Employees:** The sharing of work equipment should be avoided as much as possible. Where more than one employee is likely to use equipment then they should ensure they are wiped down between use e.g. printers/photocopiers/phones. Cleaning materials must be made available for this purpose.
- **Deliveries** – Where possible, deliveries should be planned in advance and made without physical contact by prior agreement with suppliers. All deliveries should be carried out maintaining physical distancing and follow good hygiene practices.
- **Passenger Lifts** –Where possible, encourage employees not to use the passenger lift and to use the stairs instead. If passenger lift is being used, ensure physical distancing can be maintained e.g. only one user at a time unless additional user is a household member/partner etc. Ensure signage informs lift users of the rules of usage of the lift for the duration of the pandemic. Hand sanitizer should be placed outside of the lifts.
- **Canteens** – Refer to SOG No.11 Canteen / Eating COVID-19 Requirements.
- **Suspect Case of COVID-19** - Ensure procedure is in place for Dealing with COVID-19 Suspect Cases at Work.
- **First Aid Measures** – Refer to SOG No.10 First Aid.

Provision of Library Services to the Public

- Patrons will not be permitted to enter library buildings to browse shelves, to print or photocopy items, to use public internet services or Wi-Fi, or to use facilities for study or research purposes. until such a time as the local authority communicates that it is safe to do so.
- Users will have to queue at the designated library entrance in designated physical distancing marked spaces to collect pre-prepared book bags/boxes/return items.

physical distancing rules will apply, and floor coverings and signage will be erected, posted up and laid on floor/pavement areas to denote the 2 metre guidelines.

- Install physical barriers like clear plastic guards at points where regular interactions with the public occur. e.g. counters. These screens will be of a Perspex/hard plastic nature.
- Physical barriers to be wiped down at regular intervals during library opening hours and prior to opening and at day end. Cleaning materials must be available for this purpose
- Designated return bins/boxes provided for patrons to return items.
- Any movement of bins/boxes should be carried out in accordance with manual handling procedures.
- The recommended quarantine period for physical lending material (books, DVDs etc.) at risk of contamination from the COVID-19 virus is **72 hours**. This measure is taken to protect the public user who may be vulnerable and cocooning. For this period, the materials should be placed in bins/boxes, sealed and date marked and where possible, stored in a separate location. It is essential that staff handling materials adhere to the highest levels of hand hygiene.
- In cases where users are required to present identification for the collection of items by appointment employees should not handle the user ID, whether library card or other form of identification.
- Children under 12 should be accompanied by an adult at all times to ensure the maintenance of physical distancing.

Management of Mobile Library Service during COVID-19

- Maintain 2m physical distancing requirements with colleagues and during any interactions with members of the public.
- Review and assess access levels / capacity of mobile library units to maintain the 2m physical distancing requirements.
- If more than one employee is travelling in the vehicle, the following measures should be followed:
 - Sit as far apart as the vehicle allows.
 - Keep windows of vehicles open, at least partially.
 - Practice good respiratory and hand hygiene.
- Consider implementing a queue management system / provision of directional signage / 2 m distance marking outside of mobile library unit to ensure members of the public adhere to the 2m physical distancing requirements.
- Driver to ensure key touch points in vehicles are to be wiped regularly (e.g. door handles, steering wheel, handbrake, gear stick, radio controls) and hands sanitised before and after entering / exiting the vehicle. Wipes and hand sanitiser must be available for this purpose.
- A designated box for returns to be put in place in the mobile library unit with appropriate signage. Such returns to be managed in line with the 72-hour quarantine system.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP and Human Resources Department.

Standard Operating Guidance No. 24 Local Authority Public Toilets COVID-19 Requirements

Date: 3rd June 2020

Version: 1.0

Potential Hazards

- Contamination with Covid-19 virus.
- Spread of Covid-19 virus to citizens or from citizens.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Dealing with body fluids.
- Inability to maintain physical distancing in line with public health advice.

COVID-19 Personal Protective Equipment (PPE)

To be determined through Risk Assessment.



Procedures



Line Managers / Supervisors should:

- Provide COVID-19 Induction to all workers; covering public health advice, the workplace control measures and what to do if symptoms develop
- Keep contact log.

All Employees should ensure that they do the following:

- Maintain 2m physical distancing requirements with colleagues and during any interactions with members of the public.
- Practice good respiratory hygiene, that is, when coughing and sneezing, cover 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.
- Refer to SOG. No.15 Personal Protective Equipment - Requirements and Use – Covid -19.
- Refer to SOG No.14 Travel to Work

Local Authority Public Toilets

- Determine numbers that can use the public toilet facilities to ensure the 2m physical distance can be maintained. Provide signage at entrances advising of same.
- Ensure adequate provision of COVID-19 signage and posters in conspicuous locations reminding the public to adhere to 2m physical distancing requirements and to observe good hand hygiene requesting people to wash their hands before and after using the facility.
- Ensure adequate provision of tissues, hand washing / sanitising facilities and paper towels.
- Consider implementing a queue management system / provision of directional signage / 2 m distance marking outside of public toilet facilities.
- Provide suitable and sufficient rubbish bins with regular removal and disposal.

Cleaning Arrangements For Local Authority Public Toilets

- Review and enhance the cleaning regimes for toilet facilities, paying particular attention to frequently touched surfaces such as door handles, locks, taps and the toilet flushing mechanisms. Where possible, cleaning should be performed at least twice per day.
- Public toilets should be closed to the public and ventilated for 15 minutes before cleaners enter to undertake cleaning activities. They should remain closed until cleaning is complete.
- Additional care is required when dealing with body fluids. Normal PPE for hygiene protection should be used - refer to SOG No. 15 Personal Protective Equipment Requirements and Use Covid-19. Any waste material should be double bagged and disposed of appropriately. If an area has been heavily contaminated, such as with visible bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP and Human Resources Department.

Standard Operating Guidance No. 25

Delivery of Training – Regional Training Centre

Date: 16th June 2020

Version: 1.0

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person or living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

COVID-19 Personal Protective Equipment (PPE)

- COVID -19 PPE requirements should be determined by risk assessment



Procedures



Line Managers and Supervisors should ensure the following:

- Ensure all delivery of training complies with HSE & Government Guidelines with regard to physical distancing and other COVID 19 measures.
- Delivery of all SOLAS Training Courses must comply with “The SOLAS Standard Operational Pandemic Containment Guidelines”. (Copies available on the SOLAS web site).
- Ensure COVID-19 Induction has been provided.
- Keep a contact log.
- Cleaning regime of facilities to be in compliance with Government Return to Work Safely Protocol

All Employees should ensure the following:

- Compliance with the Regional Training Centre COVID-19 requirements is the responsibility of everyone and must be supported by all in order to protect health and reduce the spread of COVID-19.
- Employees maintain the 2m physical distancing requirements with colleagues and during any interactions with course attendees/visitors where possible.
- Break times to facilitate course attendees & staff and ensure the implementation of physical distancing.
- Sharing of pens and own stationery is to be avoided.
- Employees should be cognisant at all times not to touch their face, but particularly before and after handling documents, files, equipment or stationery.
- Refer to SOG. No.15 Personal Protective Equipment - Requirements and Use – COVID -19.

A. Prior to the commencement of training:

- Regional Training Centre should comply with the organisational COVID-19 procedures and guidance.
- Ensure good hygiene practices are implemented and maintained.
- Training Centre Manager & host Local Authority (Lead Worker Representative) shall monitor and assist in the implementation of COVID-19 procedures and guidelines relevant to the Regional Training Centre.
- Prepare a response plan to deal with any suspected case of COVID-19 and designate an isolation room for use in the event that a course participant or staff member displays signs of the COVID-19 symptoms.
- Develop a cleaning process for training rooms, canteen area, toilet facilities and particularly in areas of high footfall throughout the training venue.
- Provide for cleaning / sanitising stations where required throughout the facility.
- Where possible all course bookings and administration should be arranged online.
- Regional Training Centre to prepare a site specific Procedure / Guidelines in compliance with COVID 19 requirements to manage safe access and egress to and from the Training Centre
- All training rooms, workshops and practical training areas to be set up in such a manner that physical distancing can be maintained.
- Where physical distancing is not possible additional control measures to be detailed in the site specific risk assessment.
- In respect of group exercises ensure physical distancing is maintained.
- Erect and maintain COVID–19 information posters throughout the Regional Training Centre.
- Regional Training Centre/outreach host Local Authority to communicate with all staff, trainers, trainees, contractors, visitors, etc. on compliance with COVID-19 requirements.
- COVID-19 Self Declaration Form and Contact details completed where required.
- Where SSWPs apply (site practical) these should include COVID-19 requirements.

- Sanitise all plant, tools, equipment and relevant contact points before commencement of training and refer to SOG No. 16 – Use of Equipment, Tools and Plant.
- Refer to SOG No. 14 Travelling to Work / Site.
- Refer to SOG No. 11 Canteen/Eating COVID-19 Requirements.
- Refer to SOG No. 15 Personal Protective Equipment – Requirements and Use – COVID-19.

B. Delivery of Training

- Classroom based training and site practical based training to comply with COVID-19, HSE, Government and SOLAS current guidelines.
- Course induction, which is to include COVID-19 requirements, shall be delivered to trainees before the course commences.
- Training packs to include information sheet on COVID 19 best practice.
- Risk assessment / SSWP's to be completed and must include COVID-19 control measures.
- Physical distancing to be implemented throughout all elements of the training, (classroom / site / canteens/ toilets, etc) including use of appropriate barriers, shields, PPE, etc where required.
- Individual course attendee packs/consumables to be prepared with due regard to hand hygiene.
- In order to reduce the amount of paperwork and signatures on communal paperwork, trainer will record attendees where practicable (attendance sheets, SSWPs etc)
- Where practicable, trainers to ensure that only those who are relevant to the training have access to the site.
- Trainer/trainees/staff must advise the Training Centre Manager if aware of any confirmed case of COVID 19 amongst their close contacts during the training period.
- In the event of a course participant displaying COVID-19 symptoms they must be directed to the isolation room immediately and the course suspended until further notice.
- Hand washing and sanitising of plant, tools, equipment and training area is essential prior to use, during the course of the day and on completion of practical exercise.
- On completion of practical exercises all disposable PPE must be removed in the established de-gowning area prior to returning to the classroom.
- Trainer /Trainees to agree work patterns so as to limit movement where possible. This will also assist with contact tracing if required.
- Course participants must go directly to the training venue and avoid congregating in groups etc.
- Refer to SOG No. 14 Travelling to Work / Site.
- Refer to SOG No. 11 Canteen/Eating COVID-19 Requirements.
- Refer to SOG No. 15 Personal Protective Equipment – Requirements and Use – COVID-19.

C. Outreach training

(a) Outreach Local Authority Venues:

All delivery of training shall comply with HSE, Government Guidelines and other statutory bodies with regard to physical distancing and other COVID-19 measures. The host Local Authorities' policies, procedures, risk assessments, etc. will apply to any training event conducted within their jurisdiction.

(b) Other Outreach Venues (eg hotels)

It is the responsibility of the RTC to ensure non local authority venues used for training comply with HSE, Government guidelines and other statutory bodies with regard to physical distancing and other COVID-19 measures.

Monitoring of Arrangements

- COVID-19 arrangements on site to be monitored regularly by the Line Manager / Site Supervisor.

COVID-19 Questionnaire/Self-Declaration

To be completed prior to commencement of training.

In the interests of the safety of **all course participants**, training venue staff, families and the community at large, Trainer Centre Management require that you complete the following questionnaire/self-declaration.

Question	Yes	No
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?		
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
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)?		
4. Have you been advised by a doctor to self-isolate at this time?		
5. Have you been advised by a doctor to cocoon at this time?		

I confirm that I have responded to the questions above truthfully based on my current condition.

I also commit to advising the Training Centre Management if there is any change to my circumstances during the duration of the course.

Name: _____

Employer: _____

Signature: _____

Date: _____

In the event of you (course participant) developing symptoms of COVID-19 please contact RTC Manager

Name _____ Contact Number _____

Failure to complete this form by participant will result in non entry to the course.

Standard Operating Guidance No. 26

Non-Routine Complaint or Unannounced Site Inspections of Non-Residential Private Property or Private Residential Property

Date: 16th June 2020

Version: 1.0

Potential Hazards

- Contamination with Covid-19 virus.
- Spread of Covid-19 virus to citizens or from citizens.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing when carrying out maintenance activities

COVID-19 Personal Protective Equipment (PPE)

To be determined through Risk Assessment and depending on site conditions.



Procedures



Prior to Inspection and prior to leaving the Office:

- Check that the persons who will conduct the inspection do not have any symptoms of COVID 19.
- As the site to be inspected is the subject of a complaint or the inspection needs to be unannounced for operational reasons, it is not possible to call the occupier of the premises or household in advance as to do so could jeopardise the potential to verify the complaint or detect the offences alleged by a complainant or jeopardise the operation.
- Where possible carry out desktop survey to determine site location, type of activities on the site and to determine level of activity on site. This could also include engaging with colleagues in your Local Authority or other agencies to understand the activities that normally take place on site and potential numbers of people on site.

Inspection:

- SSWP must be completed before work commences and consideration must be given to COVID-19 as part of the SSWP, to protect the safety of the staff **and** the occupants of the premises.
- Employees must refer to SOG No.14 Travel to Work/Site for advice on travelling to and from premises.
- Deploy required PPE and wash / sanitise hands in accordance with SOG No. 15 Personal Protective Equipment – Requirements and Use Covid-19.
- Where possible, employee should observe the site of interest from a distance or try to identify a suitable vantage point to observe/verify/detect activity on the site. Where possible engage technical equipment such as camera or drone in accordance with relevant powers of entry and ensuring DPIA and other relevant risk assessments in place.
- Where entry is required to non-residential private property be conscious of physical distancing and do not enter enclosed poorly ventilated spaces.
- Request the occupier, if possible, to open all external and internal doors (in area to be inspected), to leave them open and to relocate all occupants away from the area to be inspected. In addition, request the occupier to open the windows in the area to be inspected and to move anything in the premises that might impede the inspection.
- Where possible, wait 15 minutes for the area to ventilate
- Ensure that activities / tasks are managed to minimise employee contact with surfaces.
- Minimise the time spent in the premises.
- Wash / sanitise hands after exiting the premises and remove / store / dispose of PPE in accordance with SOG No. 15 Personal Protective Equipment – Requirements and Use Covid-19.
- Where entry to a private residential dwelling is required, this normally requires advance notification as per powers of entry legislation. In this instance, refer to SOG No. 9 Site Inspection at a Private House (including the curtilage of a private house)

Monitoring of Arrangements

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP and Human Resources Department.

CC COVID-19 Policy Statement



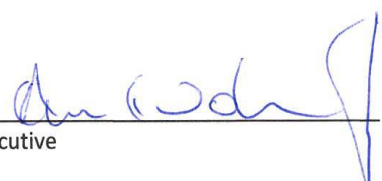
COVID-19 POLICY STATEMENT

Cork City Council is committed to providing a safe and healthy workplace for all our employees, customers and those affected by our activities. All heads of section, line managers, supervisors and employees are responsible for the implementation of this policy.

Cork City Council will:

- (a) Continue to monitor the COVID-19 response and amend where required the COVID-19 Business Response Plan in consultation with employees.
- (b) Provide up to date information to our employees on current Public Health advice issued by the HSE and Gov.ie.
- (c) Display information on signs /symptoms of COVID-19 and correct hand-washing or sanitising techniques.
- (d) Assign management responsibility for compliance, appoint Worker Representatives(s) and establish an appropriate reporting system.
- (e) Inform all employees of essential hygiene, respiratory etiquette and physical distancing requirements.
- (f) Adapt where possible, the workplace to facilitate physical distancing.
- (g) Keep a log of contact / group work to help with contact tracing.
- (h) Provide COVID-19 Induction to all employees.
- (i) Provide consultation to employees on relevant Risk Assessments and Safe Work Practice Guidance.
- (j) Develop a procedure to be followed and provide instructions for employees to follow in the event of someone showing symptoms of COVID-19 while at work or in the workplace.
- (k) Advise employees to immediately self-isolate at home, to contact their GP promptly for further advice, and to report to line management if any symptoms develop while at work.
- (l) Where practicable, and if employee is unable to immediately self-isolate at home, identify a workplace location that can be used as an isolation room.
- (m) Intensify cleaning arrangements of workplaces in line with government advice.

All heads of section, line managers, supervisors and employees will be consulted on an ongoing basis and feedback will be encouraged on any concerns, issues or suggestions.

Signed: 
Chief Executive

Date: 9th June 2020

Section 8 - Priority Actions in Reopening Services within the Planning System



Prepared by: LUTS/DHPLG Working Group on Reopening Services within the Planning System
by Local Authorities

Date: 20th May 2020

Introduction

The cessation of the current s.251A¹ Order has been extended to 23rd May. From Monday May 25th the emergency extension period for statutory timelines within the planning system will be removed. This cessation is to be accompanied by a phased re-commencement of the full suite of local authority planning services which have been necessarily impacted upon by the COVID-19 emergency and related public health measures taken by Government. There are a number of key steps required to ensure satisfactory compliance of this phased recommencement with established legislative and Aarhus² Convention requirements.

It should be noted that with the cessation of the emergency legislation, all statutory planning requirements will again apply including for example at least 30 days statutory notice to comply with the EIA Directive.

This document sets out a number of topics for consideration by planning departments in ensuring a consistent national approach to the recommencement of planning system activities.

Communications

The reopening of the planning system to members of the public in the initial period will be by appointment only. All transactions with the public should be encouraged to be on-line through emails or over the phone in line with national guidance.

Where dissemination of information is required, the contact in the first instance should be via the local authority website. For example, the weekly planning list should be available on-line as quickly as possible post-validation of the planning file and its availability should be clearly communicated to the public through the normal communication channels.

Standard Operating Guidance (SOGs)

The Health & Safety Operational Committee of the CCMA has issued a number of Standard Operating Guidance (SOG) documents (*COVID-19 LA Standard Operating Guidance*) to local authorities as part of the recommencement of services in line with the Government Roadmap³ for

¹ *Emergency Measures in the Public Interest (Covid-19) Act 2020 (2/2020)*, enacted 27 March 2020, and all statutory instruments up to and including the *Planning and Development Act 2000 (Subsection (4) of Section 251A) Order 2020* (S.I. No. 131 of 2020), made 16 April 2020

² The *Aarhus Declaration*, ratified in 2012 has three pillars, all of which have implications for public participation in the various activities undertaken by the planning system.

³ <https://www.gov.ie/en/news/58bc8b-taoiseach-announces-roadmap-for-reopening-society-and-business-and-u/>

re-opening services. Among these is guidance on meeting and working close to members of the public and in the interaction of staff and members of the public where inspection of files is concerned. Of particular relevance are:

- 1) SOG No. 6 – “Meeting and Working Close to Members of the Public”
- 2) SOG No. 9 – “Site Inspections at a Private House (Including the Curtilage of a Private House)”
- 3) SOG No. 15 – “Requirement and Use of PPE – Covid-19”
- 4) SOG No. 17 – “Site Inspections of Non-Residential Private Property”
- 5) SOG No. 18 – “The Handling of Documents, Cash, Stationery & Equipment”

Site Inspections

The carrying out of visits to sites are considered to fall into Phase 1 as set out in CCMA guidance on re-opening of local authority services.

Local Authorities should put in place clear protocols for resumption of site visits/inspections by local authority staff for all appropriate planning and development functions. In this regard the following should be considered:

- Where site access is considered necessary into a development site (e.g. commercial premises, private dwelling, etc.), such visits should:
 - be coordinated among local government departments, as necessary
 - be by prior arranged appointment
 - observe the HSE Public Health advices and the relevant COVID-19 LA Standard Operating Guidance
- Facilitate other necessary site investigations (e.g. environmental surveys/site surveys, etc.) to allow Part VIII proposals to be prepared/proceed.

Guidance on Construction Hours

The DHPLG have issued a circular (PL 06/2020) on the matter of working hours conditions attached to planning permissions in the context of Covid-19. In considering any alteration to hours of operation, planning departments should consider the adequacy of site construction, management procedures, including any community liaison plan. Additionally, the phase of construction and nature of works (e.g. indoor/outdoor) will be relevant in determining the LA response.

Operation of Development Management Function

As the planning system re-opens the levels of communication with the public will increase as the normal functions of the planning department ramp up to meet demand. Similarly, the challenges of office working will need to be met to ensure routine operations continue while managing all public health risks for staff. Adherence to the relevant sectoral Standard Operating Guidance (SOG) should be noted and the appropriate local measures taken.

Each local authority shall communicate the new opening arrangements of planning departments to the public through normal media channels. Requests for appointments should be made via email and/or designated phone line. When a physical meeting with the planning department is arranged, a written confirmation of this appointment should be provided on request as proof of eligibility to travel (as access to an essential service is covered by legislation).

In order for the public to be in a position to engage with the planning system, validated planning applications should be made available on council websites as soon as possible. A focus of LA resources on this work area should reduce the need for physical interaction between staff and the public.

As an important channel for public participation, local authorities should prioritise the publication of weekly lists of applications received and decisions made.

Enforcement

It is important that emphasis be given to existing cases with enforcement notices whose timelines fell during the 251A Order period, as the section 251A Order did not extend these timelines as they may have been set out in a particular enforcement notice.

Part VIII Schemes

For Part VIII schemes, on-line display and electronic means of consultation should be maximised.

Pre-planning

Pre-planning communication methods should be established to maximise the capacity for public engagement, i.e. by written submissions, phone calls, email and video-conferencing as appropriate.

Statutory Plans

General provision is allowed for extending these timelines in the Planning and Development Act. Prioritisation should be given to those plans which are legally required.

This matter will require further consultation between the local government sector and the DHPLG.

Members of the Group:

Mr. Liam Conneally (Chair)	-	Clare County Council
Mr. John O 'Hara	-	Dublin City Council
Mr. Tony Larkin	-	Wexford County Council
Mr. Paul Hogan	-	Department of Housing Planning & Local Government
Mr. Colin Ryan	-	Department of Housing Planning & Local Government
Mr. Stewart Logan	-	Department of Housing Planning & Local Government
Mr. Terry Sheridan	-	Department of Housing Planning & Local Government