RETURN TO WORK SAFELY PROTOCOL

COVID-19 Setting Preparation Plan Template

Contents

Introduction

The COVID-19 Setting Preparation Plan details the policies and practices necessary for the provider to meet the Government's 'Return to Work Safely Protocol' and to minimise the risk of spread of COVID-19 in their setting.

The plan will give an overview of key areas that providers must assess to ensure compliance with the protocol and to minimise the risk to staff (paid employees, unpaid workers and contractors), children, families and others. Unpaid worker, in relation to a pre-school service, means a person who works in the service but who is not remunerated for such work by the registered provider (as defined in the Child Care Act 1991 (Early Years Services) (Regulations 2016)

All settings are required to develop a plan and the use of this guidance and associated checklists will help in this.

The plan needs strong commitment from management, staff and families and should be developed and put in place in consultation with all relevant parties. Consultation with staff and/or union representatives (where applicable), supervision, clear direction and information for children and their families is key in ensuring the success of the COVID-19 Response Plan.

Note: The plan is a live working document and it should be reviewed on an ongoing basis and amended to take into account new guidance from the Health and Safety Authority www.hsa.ie www.Gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie and www.dcya.gov.ie

How to use this plan

The COVID-19 Setting Preparation Plan must detail how your setting will put in place control measures to reduce the risk of spread of COVID-19. The following sections will cover key information and guidance, which will be supported by the checklists below.

They are as follows:
- A COVID-19 Policy, which will outline management commitment to implementing the plan and checklists. The policy must be signed and dated by the Board of Management/Owner/Manager.

- Checklist No. 1 - Planning and Preparing
- Checklist No.2 - Control Measures to Prevent Infection
- Checklist No. 3 - COVID-19 Induction
- Checklist No. 4 - Dealing with a Suspected Case of COVID-19
- Checklist No. 5 - Cleaning and Disinfection
- Checklist No.6 - Staff
- Checklist No.7 – COVID-19 Setting Representative(s)
- Checklist No. 8 - Parents/Guardians

The setting preparation plan is set out as a 4-step process (Fig.1) below.

N.B. It is important to keep the plan under review to ensure it is kept up to date with public advice and to follow up on all actions identified on each checklist to make sure that they are completed as soon as possible.
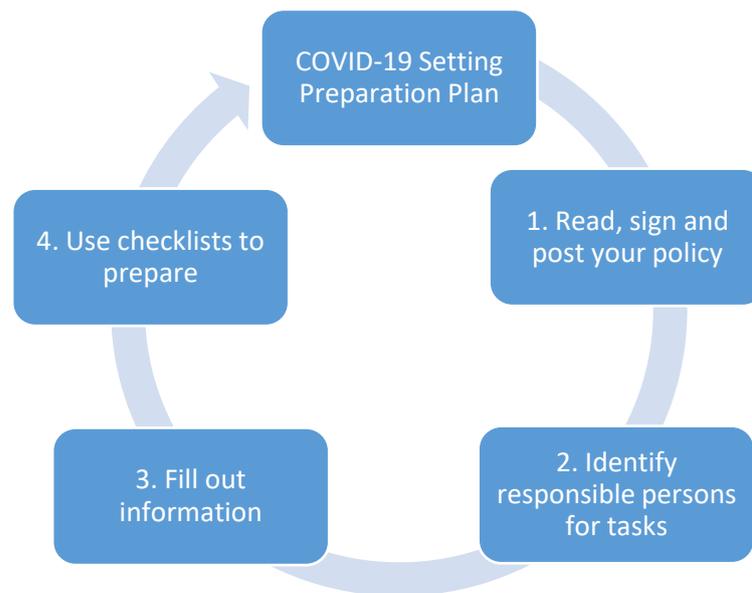
Figure 1 – COVID-19 Setting Preparation Plan

Timeline for completion of checklists/forms:

Checklist/form	When to complete
Checklist No. 1 (Planning and Preparing) developed in consultation with worker representative(s)	Before reopening and staff return to work.
Return to work form for staff	Send to staff in advance of returning to work reopening and staff must return the 'Return to work form' to the owner/manager 1 week before returning to work
Checklist No. 2 (Control Measures to Prevent Infection)	Before reopening
Checklist No. 3 (COVID-19 Induction)	Induction is provided to all staff before returning to work/starting work in the setting. Induction should be facilitated online where possible
Checklist No. 4 (Dealing with a suspected case of COVID-19)	Before reopening

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Checklist No. 5 (Cleaning and Disinfecting)	Before reopening
Checklist No.6 (Staff)	Send to all staff (staff being employees in advance of reopening and staff must return this checklist to the owner/manager when they return to work
Checklist No. 7 (Setting COVID Worker Representative(s))	Before reopening
Return to Setting form (for Parents/Guardians to fill out)	Send to parents/guardians in advance of reopening and, parents/guardians must return form to the owner/manager 1 week before the child returns to the setting
Checklist No. 8 (Parents/Guardians)	Send to parents/guardians in advance of reopening and, the parent/guardian must return form to the owner/manager 1 week before the child returns to the setting

RETURN TO WORK SAFELY PROTOCOL

Preparation Plan Template

Step 1 - Provider COVID-19 Policy

This COVID-19 policy outlines our commitment as an Early Learning and Care/School Aged Childcare service to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the board of management/owner/manager and brought to the attention of our staff, contractors and parents/guardians. This plan will also be available for inspection as needed.

Sample COVID-19 Policy Statement

[Setting name] is committed to providing a safe and healthy setting for all our children, families and staff. To ensure that, we have developed the following COVID-19 Setting Plan. All managers, supervisors and staff are responsible for the implementation of this plan with the commitment of parents and guardians. A combined effort will help contain the spread of the virus. We will:

- Support at Risk/Vulnerable Workers: If an at risk or vulnerable worker cannot work from home and must be in the workplace, employers will make sure that they are preferentially supported to maintain a physical distance of 2 metres. It is recognised that, by its very nature, setting based childcare does not lend itself to remote working arrangements; however, employers should enable vulnerable workers to work from home where possible (e.g. administrative or support work)
- continue to monitor our COVID-19 response and amend this plan in consultation with worker representative (s)
- update staff and parents/guardians on this plan
- provide up to date information to our staff on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques within the setting
- A lead worker representative will be appointed and trained and an adequate number of trained COVID-19 Worker Representative(s) will be provided who are clearly identifiable and a reporting system will be put in place.
- A structured framework to be followed by management and worker representative (s) within the organisation to be put in place
- inform all staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the setting to facilitate physical distancing between adults
- keep a log of contact / group work to help with contact tracing
- have all staff attend an induction / familiarisation briefing (virtually where possible)
- update our pre-existing infection control policy to establish a procedure to be followed in the event of someone showing symptoms of COVID-19 while in the setting
- provide instructions for staff to follow if they develop signs and symptoms of COVID-19 during work

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- An isolation room will be identified
- intensify cleaning in line with government advice
- In circumstances where changes to workplace policies work patterns are required, negotiation with workers and/or union representatives will take place to agree any temporary restructuring of work patterns / policies to implement the necessary COVID-19 prevention measures in the workplace. In so doing, any existing agreements will be taken into account. As information about the virus is evolving, public health advice is being updated on a regular basis, both the provider and staff recognise that flexibility will be required in meeting the measures to reduce the spread.

All managers, supervisors and staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Setting COVID-19 Representative(s) _____.

Signed: _____ (Owner/Manager)   Date: _____

Step 2 - Responsible Persons for Performing Tasks

We have identified suitably trained person(s) to help with ensuring that the plan is implemented, and checklists are completed. The role of COVID-19 setting worker representative(s) has been identified.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:
- use of checklists to identify any areas for improvement
- undertake regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- identify training needs and organise training
- review emergency procedures and first aid
- Communicating and updating parents about this plan

Depending on the size of the setting, a staff member may have multiple roles/responsibilities.

We have consulted with the persons responsible for these tasks:
- briefed them on the tasks and their responsibilities and provided training
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

NO.	TASKS (non-exhaustive list)	RESPONSIBLE PERSON(S)	SIGNATURE
	**Responsible Persons Task Register** (Non-Exhaustive)		
1	Person responsible for overall implementation of the plan		
2	Person responsible for implementation in individual room (if applicable e.g. baby room, preschool room)		
2	Identification and training of COVID-19 setting representative		
3	Planning and Preparing to Return to Work (Checklist No.1)		
4	Control Measures (Checklist No.2)		
5	COVID-19 Induction (Checklist No.3)		
6	Dealing with a Suspected Case of COVID-19 (Checklist No.4)		
7	Cleaning and Disinfecting (Checklist No.5)		
8	Employee Information (Checklist No.6)		

9	COVID-19 Worker Representative(s) (Checklist No.7)		
10	Return-to-work forms		
11	Other:		
	Parents/Guardians (Checklist No. 8)		

Step 3 - Provider Information

Provider Name:	
Setting Address:	
Manager in the Setting:	
COVID-19 Setting Representative:	
Type of Service:	
Number of Staff:	
Number of Children:	
Number of rooms for use by children	
Age range of children	
Phone:	
Email:	

Step 4 – Checklists

a) Return to Work – Planning and Preparing to reopen the setting

The planning and preparing phase is critical to ensure a safe reopening of settings and return to work of staff and covers such items as information and guidance, return- to- work forms, identifying setting

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representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Staff have been advised to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess staff health before they enter the setting.

Health & Safety Authority:

As part of its Occupational Safety and Health inspection programme, HSA Inspectors will provide advice and support to employers and employees on how they are implementing the COVID-19 measures in the workplace, based on the 'Return to Work Safely' Protocol. The Inspectors can address and advise on any shortcomings in relation to the COVID-19 measures in the Protocol through a Report of Inspection which is left with the employer at the end of the visit. Can include timelines/follow-ups as needed. The Inspector can take the appropriate enforcement action under the Safety, Health and Welfare Act 2005 and associated regulations.

Further Information

Checklist No. 1 - Planning and Preparing	Below
Return to Work Form (Staff)F	Appendix 1 – this form must be completed separately for each staff member and is confidential. The form should be held in the individual's staff file.

COVID-19 Return to Work Safely Protocol –Checklist No. 1
Planning and Preparing for staff returning to work and the reopening of the setting

These checklists have been prepared to help owners and managers to get their setting up and running again in a way that will help prevent the spread of Covid-19 and the safe return to work of their staff. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

No.	Control	Yes/No	Action needed
1.	Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice?		
2.	Have you prepared / revised your setting COVID-19 preparation plan?		
3.	Have you a system in place to provide your staff and families with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them?		
4.	Have you consulted with your staff and families on measures, and provided a system for staff and families to raise issues or concerns and to have them responded to?		
5.	Have you identified the control measures you will need to put in place to minimise the risk of staff, children and families being exposed to COVID-19? (See Checklist No. 2)		
6.	Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19?		
7.	Have you updated your emergency plans, in particular to take account of physical distancing and separation of 'play-pods'? Have you brought to the attention of staff, parents and families any changes to room set up or usage?		
8.	Have you sent each staff member a COVID-19 return-to-work form to be completed and returned before they return to the Setting ? (See template Return-to-Work form)		
9.	Have you sent each staff member and family information on the HSE guidance on people most at-risk and asked them to tell you if they fall into any of these categories?		
10.	Have you told staff they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine? What clear arrangements are in place to cover staff absent due to illness or self isolating to ensure ratios are maintained?		
11	Have you sent each parent/guardian a checklist which includes a return to setting form and advised them to keep children at home if they have any symptoms of COVID-19?		
12.	Have you appointed and trained a Setting COVID-19 Representative to help communicate with staff and to monitor compliance with COVID-19 control measures in the Setting?		
13.	Have you agreed with staff and/or union representatives about any adjustment of staff rosters, organising of teams, breaks etc. needed to comply with the current public health guidance for the ELC/SAC sector and to maintain physical distancing between staff members? Services will operate flexible working		

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	arrangements/agreements with staff in response to challenges with childcare responsibilities, especially in the weeks up to the 29th June		
14.	Have you updated your setting induction / familiarisation training to include all information relating to COVID-19? (See Checklist No. 3)		
15.	Have you organised to carry out meetings, training and information sessions online or by phone as far as possible?		
16.	Have you identified the activities that involve interacting with families/ visitors and put in place measures to minimise physical contact, as far as possible?		
17.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?		
18.	Have you advised staff to wash their hands before and after using public transport/ before arriving to work?		
19.	Have you positioned furniture/equipment to help with physical distancing for adults and to create 'play-pods'?		
20.	Have you put in place supports for staff who may be suffering from anxiety or stress and told your staff about these supports?		
	Personal Protective Equipment (PPE)		
21.	It is your legal responsibility to provide adequate PPE for your Staff. Have you identified, selected and sourced the PPE needed for your staff and arranged enough supplies of it? A small supply of surgical masks is available for anyone that develops symptoms of COVID-19 or if a staff member chooses to use one when caring for a sick child.		
22.	Have you arranged to train your staff in the proper fitting, use, removal, cleaning, storing and disposal of PPE?		
23.	Have your first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks?		
24.	Have you cleaned or mantained mechanical ventilation before the setting reopens?		
25.	Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire's Disease?		
26.	Has the setting, including all equipment, surfaces, toys, doors and frequent touched surfaces points, been thoroughly cleaned? Have you removed any toys/equipment that are not possible to clean?		
	Additional Information		

Name………………………………………Signature…………………………………………Date…………………

b) Control Measures

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the setting and in our communities.

Measures which must be complied with include:

- Hand hygiene/Hand sanitising
- Respiratory hygiene
- Physical distancing
- Minimising contact
- Considering At-risk staff
- Parents and families
- Visiting Contractors / Others

Further Information

Checklist No.2 - Control Measures	Below

No.	Topic	Yes/No	Action Required
	COVID-19 Return to Work Safely Protocol Checklist No.2 **Control Measures**		

	COVID-19 Return to Work Safely Protocol Checklist No.2
	Control Measures

These checklists have been prepared to help owners and managers to get their setting up and running again and ready for your staffs' return to work, in a way that will help prevent the spread of COVID-19. By putting in place control measures, you can help to protect your staff. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

No.	Topic	Yes/No	Action Required
	Hand Hygiene Facilities:		
1.	Are there enough hand washing and hand sanitising stations in place to accommodate staff, children, visitors/contractors adhering to hand hygiene measures?		
2.	Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? Have you considered: - all entry/exit points - high traffic areas - the need for staff to wash their hands before, during or after a work task - the distance staff are from hand washing/hand sanitising facilities including bathrooms - the number of staff and any shift arrangements - the number of children in the setting, each room/area of setting?		
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser?		
	Hand sanitising		
4.	Does the alcohol-based hand sanitiser have more than 70% alcohol?		
5.	Are there stations at entry/exit points to the setting?		
6.	Are there stations in areas that have high touchpoints or high footfall?		
	Awareness around hand hygiene in the setting		
7.	Have you informed staff, children, parents/guardians and visitors about the importance of hand washing?		
8.	Have you trained/shown staff, children and parents/guardians how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly? (See HSE Resources available)		
9.	Have you shown staff how to use hand sanitiser correctly and where hand-sanitising stations are located?		
10.	Have you displayed posters on how to wash hands correctly in appropriate locations?		
11.	Have you told staff, children and others when they need to wash their hands?		

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	This includes: • before and after eating and preparing food • after coughing or sneezing • after using the toilet/nappy changing area • when hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the setting /other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms		
12.	Have you provided facilities for staff and children outdoors to frequently practice hand hygiene?		
13.	Have you provided staff with hand sanitiser for use in work vehicles?		
	Respiratory hygiene		
14.	Have you told staff and children of good respiratory measures to limit the spread of the virus: • avoid touching the face, eyes, nose and mouth • cover coughs and sneezes with an elbow or a tissue • dispose of tissues in a covered bin		
15.	Have you made tissues available for staff and children, and covered bins for their safe disposal?		
16.	Is there a system in place to regularly empty bins so they don't over fill?		
	Physical Distancing – staff staying 2 metres apart		
17.	Have you looked at how you can change the layout of your setting to allow for physical distancing for staff?		
18.	Have you a system to regularly remind staff to stay 2 metres apart?		
19.	Have you identified the activities that involve interacting with visitors and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible?		
21.	Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks)		
22.	Have you organised staff into teams who consistently work and take breaks together in line with 'play-pod' requirements?		
23.	Have you considered making alternative arrangements where it is not possible to maintain physical distancing in the canteen/staff room?		
24.	Can you provide a one way system for entering and exiting the setting where practical to ensure that 'play-pods' don't meet?		
25.	Have you implemented physical distancing for outdoor activities where necessary between different 'play-pods' or alternate use of the outdoor space with appropriate cleaning in between?		
26.	Where staff are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the Return to Work Safely Protocol (Pg.18) ?		

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No.	Item		
27.	Have you put floor markings in place to remind everyone in the setting of the 2 metre physical distance required?		
	Minimising Contact		
28.	Have you advised staff to travel alone if using their cars for work?		
29.	Have you told staff to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?		
	Personal Protective Equipment (PPE) [Guidance open to change] Note: PPE use cannot take the place of other preventative measures. For COVID-19, employers should check public health advice		
30.	Has the correct PPE been identified based on the hazard and work activity? *Staff are required to wear appropriate PPE (i.e., gloves and aprons) for cleaning and nappy changing practices. A small supply of surgical masks is available for anyone that develops symptoms of COVID-19 or if a staff member chooses to use one when caring for a sick child.*		
31.	Is there a sufficient supply of relevant PPE to allow a safe return to work?		
32.	Have you trained staff in the correct fitting, use, removal, cleaning, storing and disposal of PPE?		
33.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?		
	At Risk Groups		
34.	Have you determined which, if any, of your staff and children and their families are at higher risk from COVID-19? Check out HSE At Risk groups.		
	Changes to Work Practices		
35.	Have you considered other changes to work practices to minimise the spread of COVID-19?		
	Visiting Contractors / Staff		
36.	Are there arrangements in place to inform other contractors or visitors of the setting measures to help prevent the spread of infection?		
37.	Is there a system for recording visits to the setting by staff and others, as well as visits by staff to other sites? (COVID-19 Contact log) *(visits to other sites is recommend and should be kept to a minimum)*		
	Additional Information		

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

c) COVID-19 Induction / Familiarisation

Staff need to be told about changes in the setting and updated on new ways of working. Our usual induction, or setting familiarisation, for new staff has been revised to include measures to help prevent the spread of the virus. All staff will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of staff:

- Communication system
- Return-to work form
- Signs and symptoms of COVID-19 (at home and in the setting)
- Information on how the virus is spread
- Control measures to help prevent infection and infection control policy/procedure
- COVID-19 contact log
- COVID-19 Worker Representative
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

Attendance at a COVID-19 induction will be recorded and records kept.

Further Information

Checklist No.3 – COVID-19 Induction	Below

COVID-19 Return to Work Safely Protocol –Checklist No. 3
Induction / Familiarisation

These checklists have been prepared to help owners and managers to get their setting up and running again in a way that will help prevent the spread of COVID-19. The usual induction, or setting familiarisation, for new staff will have to be revised to include measures to help prevent the spread of the virus. All staff must be brought through this COVID induction before starting back to work.

No.	Control	Yes	No	Action needed
1.	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to staff?			
2.	Have you issued a COVID-19 return-to-work form to each staff member (to be returned prior to returning to work)? (See *template Return-to-Work form*)			
3.	Have you explained the signs and symptoms of COVID-19?			
4.	Have you explained to staff how the virus is spread?			
5.	Have you advised staff of the control measures you have put in place to minimise the risk of staff being exposed to COVID-19? (See Checklist No. 2)			
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to staff?			
7.	Have you told staff they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine?			
8.	Have you told staff what to do and what to expect if they start to develop symptoms of COVID-19 in the setting, including where the isolation area is? (See Checklist No. 4)			
9.	Have you told staff of the purpose of the COVID-19 contact log in the setting?			
10.	Have you covered any relevant changes in your setting COVID-19 preparation plan? (See template COVID-19 Setting Preparation Plan)			
11.	Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?			
12.	Have you included information on changes to your emergency plans?			
13.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?			
14.	Have you identified the Worker Representative(s) to all staff and explained what their role is?			
15.	Have you explained any new staff rosters, changing of start/finish times, rostering of breaks etc.?			
16.	Have you told staff to wash their hands before leaving home and on arrival in the setting, and at regular intervals throughout the day? (Pg.10 - 11)			
17.	Have you explained the importance of staff avoiding touching their faces?			
18.	Have you explained the need for staff to avoid physical contact with colleagues, parents or visitors?			

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19	Have you reminded staff that physical contact with children in their 'play-pod' does not need to be avoided?			
20.	Have you explained the need for at least twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.?			
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?			
22.	Have you provided each staff with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace (the room/area of the room staff are based in) twice daily?			
23.	Have you advised staff of the public health recommendation to use a face covering on public transport?			
24.	Have you advised staff to reduce work-related contact as far as possible and provided a means for them to have meetings in other ways e.g. phone/ online rather than in person?			
25.	Have you told staff about the supports available to them if they are feeling anxious or stressed?			
26.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
27.	Have you a system that allows your staff to raise issues or concerns and have these responded to?			
	Additional Information			

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

⚠️ d) Dealing with a Suspected Case of COVID-19

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while in the setting.

We have assigned a manager and put in place an isolation team to manage this situation, and provided them with information on how to do this safely (where this is possible, dependent on the number of staff in the setting). We have also identified and marked an isolation area(s) to be used to isolate the affected person from the rest of the setting and procedures to be followed to enable them to safely leave the premises.   This area has been communicated with staff.

Further Information

Checklist No.4 – Dealing with a Suspected Case of COVID-19	Below

COVID-19 Return to Work Protocol – Checklist No. 4
Dealing with a Suspected Case of Covid-19

These checklists have been prepared to help owners and managers to get their setting up and running again in a way that will help prevent the spread of COVID-19 and the safe return to work for all staff. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie

No.	Control	Yes/No	Action needed
	Procedures and Information		
1.	Have you a system in place to identify and isolate staff, children or others who start to display symptoms of COVID-19 in the setting?		
2.	Have you a COVID-19 contact/group work log in place to facilitate contact tracing?		
3.	Have you informed staff and parents/guardians of the purpose of the log?		
4.	Have you consulted with staff and parents/guardians on the purpose of the isolation procedure and when it should be used?		
5.	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?		
	Instructions if a person(s) develops signs and symptoms of COVID-19 at work		
6.	Have you instructed your staff about what they need to do if they develop signs and symptoms at work?		
7.	Have you instructed your staff about what they need to do if they suspect that a child has developed signs and symptoms in the setting?		
8.	Have you provided your staff and parents/guardians with up to date public health information on COVID-19 issued by the HSE , HPSC and GOV.ie?		
	Reporting		
9.	Have you made your staff aware of reporting procedures if they or a child develop signs and symptoms at work for COVID-19?		
	Response team		
10.	Have you appointed a staff member to deal with any suspected case of COVID-19?		
11.	Have you allocated staff members to support a response team(s) (depending on size of setting) to deal with a suspected case of COVID-19 in the setting and trained this team in what actions to take?		
	Isolation area(s)		
12.	Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19? Is this place suitable for children and provides for adequate supervision?		
13.	Is this isolation area accessible, including to persons with disabilities?		
14.	Is the route to the isolation area accessible?		
15.	Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. if more than one person is displaying signs and symptoms of COVID-19, are there additional isolation areas?		

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16.	Are the following available in the isolation area(s)? • ventilation, e.g. fresh air / ventilation/ability to open a window • tissues • hand sanitiser • disinfectant and/or wipes • gloves, masks • waste bags • pedal-operated, closed bin • Use of a thermometer is available (infared or with single use protective covers		
	Isolating a child displaying COVID-19 symptoms		
17.	Are procedures in place for a member of the team to accompany the affected child to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them (where possible)? Do such procedures have contingency to maintain ratios in the rest of the setting?		
18.	Is the manager and response team familiar with this procedure?		
19.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?		
20.	Is there a disposable mask available for the staff member accompanying the child to wear while in a common area and when exiting the building? Is the staff member aware that the child does not need to wear a mask?		
	Isolating a staff member displaying COVID-19 symptoms		
21.	Are procedures in place for a member of the team to accompany the affected staff member to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them? Do such procedures have contingency to maintain ratios in the rest of the setting?		
22.	Is the manager and response team familiar with this procedure?		
23.	Have others been advised to maintain a distance of at least 2 metres from the affected staff member at all times?		
24.	Is there a disposable mask for the staff member who is isolating to wear?		
	Arranging for the child to leave setting/Exit Strategy		
25.	Have you up to date contact details for parent/guardian of each child so they can be contacted to take affected child home? Has the manager/isolation team let the child remain in isolation adequately surpervised, and arranged to contact parent/guardian?		
26.	Has the child's parents/guardian been advised to avoid public transport?		
	Arranging for the staff member to leave the setting/Exit Strategy		
27.	Have you established, by asking them, if the affected person feels well enough to travel home?		
28.	If the affected person considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home?		

29.	If the affected person feels unable to go home, has the manager/isolation team let them remain in isolation, and enabled them to call their GP?		
30.	Has the affected person been advised to avoid touching other people, surfaces and objects?		
31.	Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided?		
32.	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?		
33.	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?		
34.	Has the affected person been advised they must not use public transport?		
35.	Has the affected person been advised to continue wearing the face mask until they reach home?		
	Follow-up		
36.	Have you carried out an assessment of the incident to identify any follow-up actions needed? Have you communicated relevant actions to staff and parent/guardian?		
37.	Are you available to provide advice and assistance if contacted by the HSE?		
	Disinfection		
38.	Have you taken the isolation area and any areas that the person/child was using out-of-use until cleaned and disinfected?		
39.	Have you arranged for cleaning and disinfection of the isolation area and any works areas involved, at least one hour after the affected person/ child has left the building?		
40.	Have persons responsible for cleaning been trained in dealing with contaminated areas and supplied with the appropriate PPE?		
	Additional Information		

Name……………………………………… Signature……………………………………Date…………………

e) Cleaning and Disinfection in the Setting

We have put in place an updated effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances etc. to be cleaned at regular intervals throughout the day.

Toilet facilities and communal areas will also be cleaned at least twice daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Staff will be provided with cleaning materials to keep their own work space/play-pod area hygienically clean and advised to regularly clean any personal items brought in from home. If possible, all staff items brought from home should be stored in individual lockers etc.

Cleaning staff will be given information and instruction in relation to the new procedures.

Further Information

Checklist No.5 – Cleaning and Disinfecting	Below

COVID-19 Return to Work Safely Protocol - Checklist No.5 Cleaning and Disinfection			
These checklists have been prepared to help owners and managers to get their setting up and running again in a way that will help prevent the spread of COVID-19 and the safe return to work for staff. This checklist will help you to put additional cleaning and disinfection measures in place at your setting. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie			
No.	**Topic**	**Yes/No**	**Action Required**
1.	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?		
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?		
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?		
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example - table tops, desks, shelving and chairs/highchairs - door handles, light switches and handrails - toilets and toilet doors, taps - kettles, coffee machines, toasters, microwave, fridge handles - kitchen surfaces and cupboard handles - Toys, games and books including outdoor toys		
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?		
6.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?		
7.	Have you provided staff with cleaning materials such as disinfectant or wipes to keep their own work area clean?		
8.	Have you told staff what they need to do to keep their own work area clean?		
9.	Staff are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have you told staff to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?		
10.	Have no-touch bins been provided?		
11.	Have arrangements been made for the regular and safe emptying of bins?		
12.	Have you sufficient cleaning materials available to allow for increased cleaning?		
13.	Have staff responsible for cleaning been trained in the new cleaning arrangements?		

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

**Name……………………………………… Signature…………………………………………Date…………………**

f) Staff Responsibilities in the Setting

Aside from the usual day to day responsibilities that staff must comply with, the introduction of COVID-19 into society brings new challenges that they need to be aware of so that the return to work safely protocol can be implemented effectively.

Staff must keep themselves updated on the latest advice from Government and the HSE. They must be aware of the signs and symptoms of Covid-19 and monitor their own wellbeing. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

Further Information

Checklist No.6 – Staff	Appendix 2 (this needs to be filled out for each employee and should be stored confidentially in their personnel file)
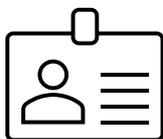
g) COVID-19 Worker Representatives

We will appoint a setting COVID-19 Worker representative(s) for each setting or each work area to ensure that COVID-19 measures are followed. The person(s) undertaking the worker representative role will receive the necessary training and will have a structured framework to follow within the Setting to be effective in preventing the spread of the virus together with the management team . As the Employer we will have regular and meaningful engagement with our worker representative, workers and/or union representatives, including Health and Safety representatives where this exists, about the measures being put in place to address the occupational exposure to COVID-19 in the workplace. It will be made clear to staff who the worker representative is

Good communications channels in the setting are essential for all stakeholders. Staff should engage with the manager staff of worker representative(s), and parents/guardians should engage with management, to highlight concerns, report defects, submit ideas and identify improvements in the setting. Worker Representatives will have a structured framework to follow within the Setting to be effective in preventing the spread of the virus together with the management team.

Further Information

Checklist No.7 – Setting COVID-19 Worker Representatives	Appendix 3
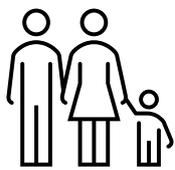
h) Parents/Guardians

The introduction of COVID-19 into society brings new challenges that parents/guardians need to be aware of so that the return to settings safely protocol can be implemented effectively.

We ask that parents/guardians keep themselves updated on the latest advice from Government and the HSE. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

Further Information

Return to Setting Form (to be filled out by parent/guardian)	Appendix 4
Checklist No.8 – Parents/Guardians (to be filled out by parent/guardian)	Appendix 5

Appendix 1: Return to Work Form (Staff)

Return to Work Form

To help prevent the spread of COVID-19 in the setting, every staff member must complete and sign this form before returning to work in the setting. On review of the form, the manager may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. **N.B. Every question must be answered. All information included in this form will be handled confidentially.**

Staff Member Name:		Manager Name:	
Setting name and address:			
			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 2 metres 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?		
6.	Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Include information if you live with a person considered vulnerable to COVID-19. Further information on people at higher risk from Coronavirus can be accessed here.		

*if you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6.

** If your situation changes after you complete and submit this form, please tell your Manager.

Name:……………………………………………….Signature……………………………………………Date:………

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Appendix 2: Checklist No. 6 (Staff)

<table>
<tr><td colspan="4">COVID-19 Return to Work Safely Protocol - Checklist No. 6
Staff</td></tr>
<tr><td colspan="4">This checklist has been developed to help inform staff about what they need to do to help prevent the spread of COVID-19 in their setting. Providers and staff must work together to protect everyone at the setting. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie</td></tr>
<tr><td>No.</td><td>Control</td><td>Yes / No</td><td>Action needed</td></tr>
<tr><td>1.</td><td>Do you feel well and fit enough to return to work?</td><td></td><td></td></tr>
<tr><td>2.</td><td>Are you keeping up to date with the latest COVID-19 advice from Government?</td><td></td><td></td></tr>
<tr><td>3.</td><td>Are you aware of the signs and symptoms of COVID-19?</td><td></td><td></td></tr>
<tr><td>4.</td><td>Do you know how the virus is spread?</td><td></td><td></td></tr>
<tr><td>5.</td><td>Have you completed the COVID-19 return-to-work form and given it to your manager (prior to returning to work)? (See template Return-to-Work form)</td><td></td><td></td></tr>
<tr><td>6.</td><td>Have you told your employer if you fall into any of the at-risk categories?</td><td></td><td></td></tr>
<tr><td>7.</td><td>Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)</td><td></td><td></td></tr>
<tr><td>8.</td><td>Did your employer consult with you when putting these control measures in place?</td><td></td><td></td></tr>
<tr><td>9.</td><td>Have you co-operated with your employer to make sure these control measures are maintained?</td><td></td><td></td></tr>
<tr><td>10.</td><td>Do you know who the Setting COVID-19 Wokrer Representative is and how to contact him / her?</td><td></td><td></td></tr>
<tr><td>11.</td><td>Do you know how to contact the Setting COVID-19 Worker Representative if you have any concerns about exposure to COVID-19, control measures not being maintained or have any suggestions that could help prevent the spread of the virus?</td><td></td><td></td></tr>
<tr><td>12.</td><td>Do you know what to do in relation to physical distancing, good hand hygiene, respiratory etiquette, infection control and cleaning procedure?</td><td></td><td></td></tr>
<tr><td>13.</td><td>Do you know how to wash your hands properly?</td><td></td><td></td></tr>
<tr><td>14.</td><td>Do you know when to wash your hands: i.e.
• before and after eating and preparing food
• before and after nappy changing/assisting with toileting
• before and after mealtimes
• after coughing or sneezing
• after using the toilet
• where hands are dirty</td><td></td><td></td></tr>
</table>

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	• before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the setting/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms		
15.	Do you know where your nearest hand washing / hand sanitising stations are?		
16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 metres physical distancing from other staff/parents at all times at work, including in any canteen/staff room or wash/changing room?		
18.	Do you know to avoid any physical contact with colleagues, or visitors?		
19.	Do you know what to do if you or a child start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See Checklist No. 4)		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?		
22.	Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19??		
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your setting in response to controls to minimise the risk of you and others being exposed to COVID-19?		
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
25.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the setting?		
29.	If using your own car for work, will you travel alone?		
29.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		
30.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
31.	Do you know what supports are available to you if you are feeling anxious or stressed?		

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	Additional Information		

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

Appendix 3: Checklist No. 7 (Setting COVID-19 Worker Representative)

No.	Control	Yes / No	Action needed
**COVID-19 Return to Work Safely Protocol - Checklist No. 7** **Setting COVID-19 Worker Representative**		
	This checklist has been developed to help those selected as a Setting COVID-19 Representative to understand their role in helping to help prevent the spread of COVID-19 in their setting and in the community. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie		
1.	Have you agreed with your employer or manager to act as a COVID-19 Representative for your setting?		
2.	Have you been provided with information and training in relation to the role of the COVID-19 Representative?		
4.	Are you keeping up to date with the latest COVID-19 advice from Government?		
5.	Are you aware of the signs and symptoms of COVID-19?		
6.	Do you know how the virus is spread?		
7.	Do you know how to help prevent the spread of COVID-19?		
8.	Have you been brought through an induction before returning to your setting?		
9.	Are you helping in keeping your colleagues up to date with the latest COVID-19 advice from Government?		
10.	Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
11.	Are you aware of the control measures the owner/manager has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)		
12.	Did the owner/manager of your setting consult with you when putting control measures in place?		
13.	Have you a means of regular communication with your employer or manager?		
14.	Are you co-operating with your employer to make sure these control measures are maintained?		
15.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)		
16.	Have you been asked to walk around your setting daily and check that the control measures are in place and are being maintained? (Using Checklist No.2)		
17.	Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?		
18.	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?		

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19.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while in the setting?		
20.	Are you co-operating with the owner/manager in identifying an isolation area and a safe route to that area? (See Checklist No.4)		
21.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?		
22.	Once the affected person has left the setting, are you helping in assessing what follow-up action is needed?		
23.	Are you helping in maintaining the staff and child contact log?		
25.	Have you been made aware of any changes to the emergency plans or first aid procedures for your setting?		
26.	Are you making yourself available to colleagues to listen to any COVID control concerns or suggestions they may have?		
27.	Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the staff member who raised the issue?		
28.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your colleagues ?		
	Additional Information		

Name………………………………………Signature……………………………………Date…………………

Appendix 4: Return to Setting Form for Children

Childs Name:		Manager Name:	
Parents/Guardians Name:			
Name of Setting:			
Questions regarding COVID-19			Yes / No
1. Does your child have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?			
2. Has your child been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?			
3. Is your child 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 2 metres for more than 15 minutes accumulative in 1 day)?			
4. Has your child been advised by a doctor to self-isolate at this time?			
5. Has your child been advised by a doctor to cocoon at this time?			
6. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your child's safe return to the setting. Further information on people at higher risk from Coronavirus can be accessed here.			

*if you are unsure whether or not your child is in an at-risk category, please check the information at the link in Question 6.

** If your situation changes after you complete and submit this form, please tell management.

Appendix 5: Checklist No. 8 (Parents/Guardians)

<table>
<tr><td colspan="4">COVID-19 Return to Work Safely Protocol - Checklist No. 8
Parents/Guardians</td></tr>
<tr><td colspan="4">This checklist has been developed to help inform parents and guardians about what they need to do to help prevent the spread of COVID-19 in the setting. Providers and families must work together to protect everyone at the setting and in the community. Further information can be found at www.Gov.ie, www.hse.ie, www.hpsc.ie and www.hsa.ie</td></tr>
<tr><td></td><td>Control</td><td>Yes / No</td><td>Action needed</td></tr>
<tr><td>1.</td><td>Are you keeping up to date with the latest COVID-19 advice from Government?</td><td></td><td></td></tr>
<tr><td>2.</td><td>Are you aware of the signs and symptoms of COVID-19?</td><td></td><td></td></tr>
<tr><td>3.</td><td>Do you know how the virus is spread?</td><td></td><td></td></tr>
<tr><td>4.</td><td>Have you completed the COVID-19 return-to-setting form above and given it to the manager of the setting (1 week prior to your child returning to the setting)?</td><td></td><td></td></tr>
<tr><td>5.</td><td>Have you told the manager or key worker if your child falls into any of the at-risk categories?</td><td></td><td></td></tr>
<tr><td>6.</td><td>Have you been made aware of the control measures the management of the setting has put in place to minimise the risk of your child and others being exposed to COVID-19?</td><td></td><td></td></tr>
<tr><td>7.</td><td>Are you committed to cooperating with the staff in the setting to make sure these control measures are maintained?</td><td></td><td></td></tr>
<tr><td>8.</td><td>Do you know how to contact the management of the setting if you have any concerns about exposure to COVID-19, control measures not being maintained or have any suggestions that could help prevent the spread of the virus?</td><td></td><td></td></tr>
<tr><td>9.</td><td>Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?</td><td></td><td></td></tr>
<tr><td>10.</td><td>Do you know to keep 2 metres physical distancing from others at all times when dropping and collecting your child from the setting?</td><td></td><td></td></tr>
<tr><td>11.</td><td>Do you know what to do if you or your child start to develop symptoms of COVID-19 at home?</td><td></td><td></td></tr>
<tr><td>12.</td><td>Have you been made aware of the procedure in the setting should your child start to develop symptoms of COVID-19 while in the setting?</td><td></td><td></td></tr>
<tr><td>13.</td><td>Have you advised the manager or key worker of your contact details and details of an alternative person to contact should your child start to develop symptoms and need to be taken home?</td><td></td><td></td></tr>
<tr><td>14.</td><td>Do you understand the purpose of the setting maintaining a COVID-19 contact log?</td><td></td><td></td></tr>
<tr><td>15.</td><td>Are you aware of the importance of regular handwashing of your child's hands?</td><td></td><td></td></tr>
</table>

16.	Do you know what supports are available to your child if they are feeling anxious or stressed?		
	Additional Information		

Name…………………………………………Signature……………………………………………Date………………