

COVID-19

Return to Workplace Safely Protocol Checklist

Issued: 11th May 2020

Context

This checklist has been updated in response to the [Return to Work Safely Protocol](#) which was issued on the 9th May 2020 by the Department of Business, Enterprise and Innovation and the Department of Health. The checklist must be reviewed in conjunction with the Protocol and is not intended to be used as a standalone document.

1. Occupational Health and Safety Responsibilities

Reference A-2, C Protocol	Yes	No	Action
Has the employer appointed a person or team <u>to manage</u> compliance to COVID-19 requirements? i.e. COVID-19 Response Management Co-ordinator and/or Team			
Has the employer appointed a person or team to assist in implementation and monitor adherence to COVID-19 requirements? i.e. Covid-19 Lead Worker Representative (LWR)s			
Are the number of LWR's <u>proportionate</u> to the numbers in the workplace?			
Are these LWR's <u>clearly identifiable</u> by employees?			
Has relevant and necessary <u>training</u> been provided?			
Is there a Competent Person appointed to manage Health and Safety? Ref: Section.18 SHWW Act, 2005			
Are there arrangements in place for Safety Consultation and Safety Representatives? <i>or equivalent such as Safety Committee.</i> Ref: Section 25 & 26 of SHWW Act, 2005			

2. OHS Management System/Documentation

Reference Protocol E 1-4	Yes	No	Action
Is there a <u>Business COVID-19 Response Plan</u> in place?			
Is there an up to date Safety Statement in place reflecting the changes made by COVID-19?			
Have Risk Assessments been created and updated in response to hazards associated with COVID-19?			
Do controls reflect the Hierarchy of Controls?			
Have individual risk assessments & medical assessments been conducted for employees in a <u>higher risk category</u> .			
Have relevant business (HR/OHS/GDPR) policies such as absence, sick leave etc been reviewed and updated to reflect COVID-19 requirements?			

3. Physical Distancing

Reference Protocol 4c for full listing	Yes	No	Action
Can capacity in the building be reduced? <i>Remote working is the preferred control where possible.</i>			
Are Workstations/Office spaces/Desks compliant with the 2 metres distance? When not reasonably practicable a minimum of 1 metre is permitted.			
Are Physical Screens or Guarding required?			
Can workstations be redesigned or reconfigured?			
Are controls in place in the canteen? e.g. supervision, staggering use, extend times, removing chairs/tables, queue systems etc			
Can payment systems in canteens or food and drink dispensers receive contactless payments?			

Can employees be organised into teams who consistently work and take breaks together?			
When catering is provided, can food options be pre-packed, menu options reduced?			
Are lifts being controlled? Encourage stair use?			
Are water dispensers controlled? Consider dispensing, no personal drinking containers to be used when contact required.			
Are controls in place to reduce capacity in meeting rooms? e.g. signs posting maximum capacity, remove chairs etc. Can the meeting be held virtually?			
Have access controls been considered for the Reception Area? e.g. To manage numbers, monitor entry etc			
Can close contact with Reception staff be eliminated or reduced? e.g. screens, marked out waiting area.			
Is there appropriate HSE Covid-19 Social Distancing signage in place?			
For employees using public transport- are flexible working times being considered/offered?			
Access into and leaving the building: Can distancing be implemented for both staff and visitors arriving at similar/same times?			
Visitor/Customer self-declaration form? Is it held in line with GDPR requirements?			
Are control measures applied in locker room/showers/other welfare facilities?			
Is a no handshaking policy implemented?			
Customer Facing Roles- Reference Protocol E6			
Has interaction between employees and customers been eliminated or significantly reduced?			
Have appropriate handwashing and sanitisation arrangements been provided?			

	Yes	No	Action
Have physical barriers been erected where possible?			
Is there appropriate advice/signage in place throughout the premises?			

4. Cleaning

Reference Protocol 4C	Yes	No	Action
Are existing cleaning arrangements fit for purpose?			
Have high contact points been identified for more frequent cleaning?			
Are cleaning materials appropriate for use? Are new materials added to the chemical list?			
Are Hand Sanitisers provided at appropriate locations? Are touchless options available?			
Is there a clean desk policy in place? If not- this must be considered.			
Are local desk and IT equipment cleaning materials available? (e.g. phones, keyboard, desk)			
Have cleaners been re-inducted and/or re-trained?			
Has appropriate PPE been provided to cleaners?			
Is there adequate supervision of cleaning arrangements?			
Is there appropriate HSE Covid-19 signage in place?			
Should soft furnishings in common areas be removed? (e.g. cushions)			
Are adequate bins and wipes provided for office staff to clean desks and dispose of rubbish / tissues?			
Should other items at contact points be removed? (e.g. ornaments)			
Can touchless technology be introduced at contact points such as entry points?			
Where customer facing roles- does the cleaning protocol reflect the visible cleaning of contact points?			

5. Building Management Systems

Reference Protocol 7 d & e	Yes	No	Action
Is the Planned Preventative Maintenance (PPM) Schedule up to date?			
Are Life Safety Systems tested and in operational order? (e.g. fire alarm systems)			
Have Heating Ventilation Air Conditioning (HVAC) systems been inspected? Filters changed? Are upgrades required- refer to CIBSE requirements .			
Are water systems flushed and sterilised?			
Can additional bicycle storage facilities be provided?			
Can additional car parking be offered?			

6. Managing Third Parties: Contractors, Visitors, Customers

Reference Protocol C, 4C	Yes	No	Action
Is the Contractor Management procedure fit for purpose? e.g. consider how contractors will adhere to new site/building requirements.			
Is there a system for recording visits to the site?			
Have actions been considered when contract or contingency staff become unwell/symptomatic/identified as a close contact?			
Have third party notices been considered? e.g. to cover visitors, delivery management, couriers, mail providers, customers etc			
Are suitable Hand Washing facilities and/or sanitisers available?			

7. Emergency Response

Reference Protocol 7b	Yes	No	Action
Fire Procedures- are changes required to reflect new staff numbers, new layout etc?			
Occupational First Aid: Are changes required to ensure adequate coverage?			
Are First Aiders aware/briefed on new COVID-19 requirements?			
Is PPE available to First Aiders? Note: PHECC protocol .			
Can employees who become symptomatic in work be isolated in an appropriate room that is used for this purpose only?			
Are training certifications still valid for Emergency Response Team members?			

8. Remote Working

Reference Protocol 4C	Yes	No	Action
Is there a Remote Work Policy in place?			
Has the Insurance Company been notified of remote work arrangements?			
Have medically vulnerable employees been prioritised for remote working?			
Have individual Risk/Ergonomic Assessments been conducted?			
Has training been provided?			
Has appropriate IT and other equipment been provided?			
If ergonomic concerns are identified- does the employee know who to report them to?			
Are communication channels between employer and employees defined?			
Are working time controls in place?			
Are GDPR controls in place?			

9. COVID-19 Case Management

Reference E-4 Protocol	Yes	No	Action
Is there a COVID-19 illness policy in place? (This may form part of the COVID-19 Response Plan)			
Is the Pre-Return to Work form in place?			
Who is responsible for managing (issuing, reviewing, archiving) the form?			
Do all employees know what the notification process is and the consequences if they do not follow the policy notification procedures?			
Does the absence/sick leave policy/procedure need to be reviewed?			
Is the responsibility for tracking absence assigned?			
Is the responsibility for approving return to work assigned?			
Is the responsibility for conducting contact logging assigned?			
Are employees aware of the purpose of the contact log?			
Is the responsibility for liaising with the HSE assigned?			
Is the responsibility for dissemination of HSE COVID-19 info assigned?			
Are employees aware of their responsibilities with regard to self-isolation?			
Is there a contract in place with an Occupational Health Service or general medical provider?			

10. Managing Mental Health and Wellbeing

Reference Protocol 7c	Yes	No	Action
Are there supports in place for employees who are experiencing existing or new Mental Health issues such as anxiety?			
Have the employees been informed/reminded of these supports?			
Do existing procedures need to be reviewed and updated?			
Is there an Employee Assistance Programme (EAP) in place?			
Have the supports already available from the HSA been considered? Workplace Stress and WorkPositive .			

11. Training

Reference Protocol:	Yes	No	Action
Has a reinduction/induction training been created?			
Who is responsible for delivering this training?			
Are employees aware of their responsibilities in attending training?			
Are existing training delivery systems (including online systems) fit for purpose?			
Is existing training content fit for purpose?			

The full range of Ibec Remote Working resources and associated links are available here:
<https://www.ibec.ie/employer-hub/covid-19/remote-working-during-covid-19-outbreak>

12. Business Travel

Reference Protocol 4C	Yes	No	Action
Has the Travel Policy been updated to reflect COVID-19 travel restrictions?			
Have the employees been notified of these changes?			
Has the Driver Safety Policy been updated to reflect COVID-19?			
Have car sharing practices been updated to reflect the risk?			
Have hand sanitisers and cleaning equipment been provided?			
Are suitable remote meeting systems in place to avoid travel readily available to all employees?			
Have those who share a company car been confined to the same group of people or can it be eliminated to one employee per company vehicle?			

13. PPE- Personal Protective Equipment

Reference Protocol 4C	Yes	No	Action
Have Risk Assessments been conducted for all tasks that may require PPE?			
Has the HSE and HPSC website been consulted in relation to use of PPE?			
Has the suitable PPE been sourced and provided?			
Has the PPE inventory/register been updated to reflect COVID-19 requirements?			
Have employees been trained on proper use, cleaning, storage and disposal of PPE?			
Are PPE inspection arrangements in place?			
Are disposal arrangements reflected in the Waste Management procedure?			

Disclaimer

This document is provided for informational purposes only for Ibec members. The employer is advised to ensure that they keep up to date with any changes to the Protocol and/or public health advice. It provides the holder with an overview of the issues that may arise during crisis management and situations where there is an interruption to normal business operations. It is not a substitute for specialist advice where appropriate. Ibec assume no responsibility for any use to which the information may be put, or for any errors.