

# **Covid-19 Response Plan (Control Protocol)**

**for**

**Ringsend College**



**In accordance with the legal requirements of**

- **The Safety, Health & Welfare at Work Act (2005)**
- **The General Application Regulations (2007)**
- **The Emergency Measures in the Public Interest (Covid-19) Bill 2020**
- **The COVID-19 Specific National Protocol for Employers and Workers (Return to Work Safely)**

Date
July 2020

Compiled by



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## **1.0 – Introduction**

A novel (new) coronavirus that has not previously been seen in humans was identified in December 2019. The virus is called Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) and the disease that it causes is called Coronavirus Disease 2019 (Covid-19).

This Covid-19 Response Plan details the policies and practices necessary for Ringsend College to prevent the spread of Covid-19 in the workplace. The plan provides an overview of key areas that Ringsend College have assessed in order to ensure compliance with the protocol and to minimise the risk to workers and others (visitors and contractors).

**This plan is a live working document and it will be reviewed on an ongoing basis and amended where appropriate in line with updated guidance from;**

- The Health Service Executive
- The Health and Safety Authority
- Health Protection Surveillance Centre
- The Department of Education
- City of Dublin Education and Training Board

It is envisaged that the recommendations in this plan will be required to be implemented and monitored on an ongoing basis by management. It is our intention to review this Covid-19 Response Plan in light of experience and developments at Ringsend College.

Stakeholders, employees and others (e.g. student, visitors and contractors) are encouraged to put forward any suggestions for continual improvement of the Covid-19 control protocol documented in this plan.

## 2.0 – Covid-19 Policy Statement

Ringsend College is committed to providing a safe and healthy environment for all our staff, students and visitors. To ensure that, we have developed this Covid-19 Response Plan. School management and staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

Ringsend College will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff members
- Provide up to date information to our workers 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
- Facilitate COVID-19 Staff Representative(s) and put in place a reporting system
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- Adapt the workplace to facilitate physical distancing where possible
- Keep a log of contact/group work to help with contact tracing
- Provide all staff with COVID-19 induction training/familiarisation briefing
- Develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- Provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during work
- Provide a cleaning regime in line with ongoing government advice

School management and staff members will consult on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the COVID-19 Officers or the Staff Representatives.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Paul Ryder**  
**Principal**

### 3.0 – Standard Covid-19 Control Measures to be Implemented

1. Ringsend College has prepared this “Covid-19 Response Plan” in accordance with guidance from The Health Service Executive, The Health & Safety Authority, The National Standards Authority of Ireland and The Health Protection Surveillance Centre. This plan needs to be communicated to all relevant personnel.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

2. All staff members who are off work during the Covid-19 pandemic must complete a “Pre-Return to Work” form (See Appendix 1) at least 3 days in advance of returning to work in accordance with the overall “Covid-19 Response Plan”.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

3. A Covid-19 control familiarisation/induction briefing module should be undertaken by all staff members to highlight:

- Up to date public health guidance
- Worker response to symptoms
- Workplace Covid-19 controls in place
- Highlight the “Covid-19 Response Plan”
- Hygiene responsibilities

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

4. Temperature testing may be made available to provide an indicator that staff members present to the workplace with normal temperature (< 38°C) range.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

5. Sanitising stations with appropriate signage are sited at strategic locations.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

6. Where relevant, workplace zoning should be demarcated with restricted access allowed to other zones unless it is an absolute operational requirement.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

7. A plan for demarcation of one-way routes, social distancing, floor markings, screens at staff/public interface and Covid-19 signage placement must be implemented. This is incorporated into the Ringsend College "Covid-19 Response Plan" (see next section).

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

8. A structured and scheduled cleaning regime (minimum twice daily but more often if resources allow) should be introduced to complete disinfection (or fogging in some cases) and routine cleaning on all communal touchpoints, workplace equipment and work zones.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

9. Appropriate PPE must be available and worn by employees. Specifically, face masks or face shields and single use gloves are required for basic Covid-19 exposure control.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

10. Communal areas such as canteens, toilets and smoking areas should have a restriction on concurrent occupancy levels highlighted along with appropriate social distance markings and signage in evidence (See next section).

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

11. Workplace breaks should be staggered to maintain a restriction on concurrent occupancy levels in staffrooms/break rooms/canteens.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

12. A visitor and contractor control protocol must be in place to highlight the applicable restrictions on visitors and contractors (e.g. leaving deliveries outside, restricted visiting hours, Covid-19 questionnaire, etc.).

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

13. Conference or online calling should be facilitated instead of holding face to face meetings. Any face to face meetings must be less than 15 minutes duration unless 2 metres social distancing can be maintained.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

14. Internal doors should be left open (where feasible from a security and fire safety perspective) to reduce the amount of possible contaminated touchpoints.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

15. In the event of a suspected Covid-19 case occurring amongst staff, there must be a designated procedure to be followed (See section 5.0). Specifics must be provided on;

- The isolation room location
- The designated Covid-19 Coordinator
- The designated Covid-19 Staff Rep
- The exact procedure (step by step)
- Close contact recording

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

16. Vulnerable staff who are able to work from home on a continuous basis are encouraged to do so as much as possible.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

17. Staff members who are living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		



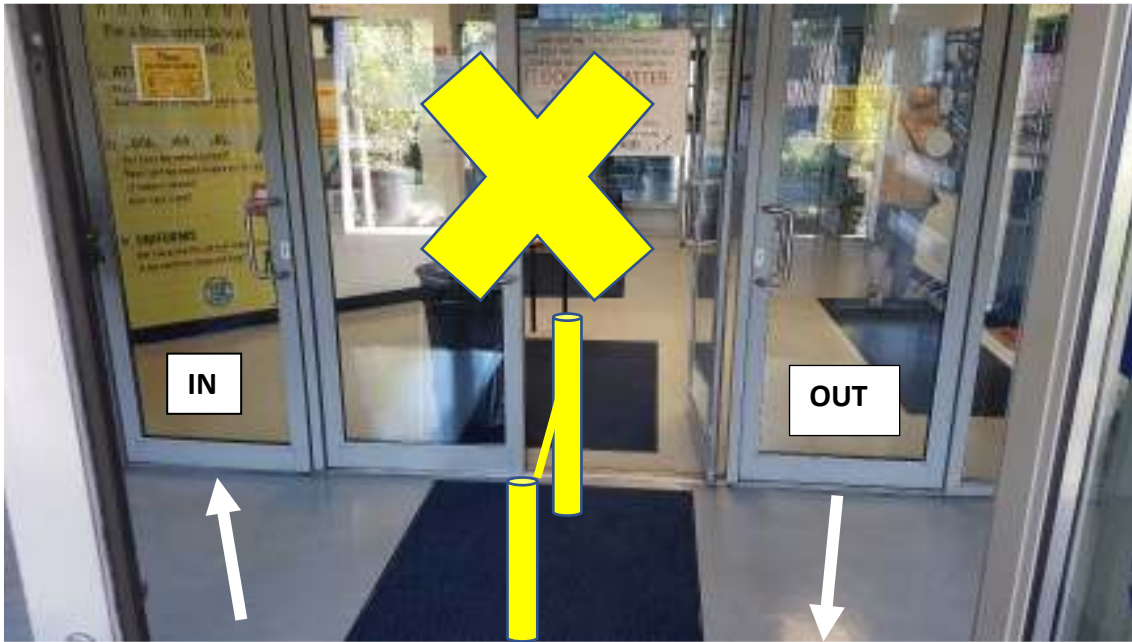
#### **4.0 – Specific Covid-19 Control Protocols for Ringsend College**

The risks associated with Covid-19 exposure in Ringsend College presents a significant challenge to all personnel and we will endeavour to minimise these risks through implementation of a workplace risk control programme in accordance with the following recommendations.

This plan is a **live working document** and the recommendations will be reviewed on an ongoing basis and amended where appropriate in line with updated guidance from;

- The Health Service Executive
- The Health and Safety Authority
- Health Protection Surveillance Centre
- The Department of Education
- City of Dublin Education and Training Board

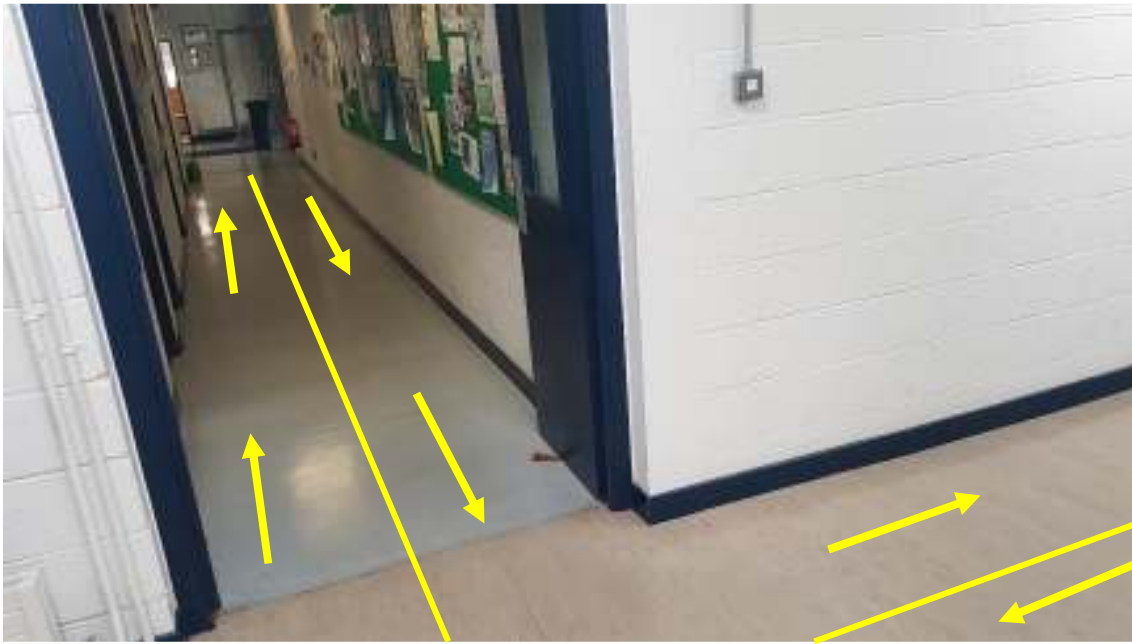
**Main Entrance (Photo 1)**



1. Currently this entrance is dual function as in/out access and egress. This can continue with demarcation of dedicated in and out protocols. Designate the outer doors on each side as “in only” and “out only” (as highlighted). Discontinue use of middle doors (as highlighted).
2. Install a central barrier (tensa barrier or similar) as highlighted, to keep a separation between personnel accessing/egressing at the same time.
3. Install dedicated hand sanitisation stations (at least 2 or more to expediate queuing) in the hallway and direct all personnel and students to utilise these facilities upon entry to the school.
4. Display information signage accordingly in this regard.
5. Demarcate 2 metre social distancing on the floor leading to each sanitising point.
6. Any sign in/out protocols should be managed (recorded) by the Porters at the office and personnel entering should not be using a shared pen for this purpose.
7. To reduce potential congestion in this area, the start times of classes/courses should be staggered where possible to maintain ease of access through the main entrance.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Corridors (Photo 2)**



1. All general corridors should be demarcated to highlight direction of travel with a dividing line along the middle of two-way corridors.
2. Appropriate signage must also be displayed highlighting the pedestrian traffic flow requirements.
3. Sanitising stations should be located at set intervals along each corridor.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Adult Education Services (Photo 3)**



1. There are normally 2 workstations in this area and these can remain in operation provided they are distanced more than 2 metres from one another.
2. The common touchpoints are microwave, fridge, kettle, door handles and light switches which should be part of an inventory of disinfectant requirements to be communicated to the cleaning staff.
3. Disposable tissues (and covered waste bin) to be provided for use with all common touchpoints in this area.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**F.E. Canteen (Photo 4)**



1. Currently there are 8 tables with 4 chairs at each. To ensure social distancing of 2 metres this should be reduced to 6 tables with a dividing screen (health guard screen) in the middle to allow for 2 chairs at each table (as highlighted).
2. The common touchpoints are microwave, vending machine, water boiler, toaster, water dispenser, dishwasher, door handles and light switches which should be part of an inventory of disinfectant requirements to be communicated to the cleaning staff.
3. Disposable tissues (and covered waste bin) to be provided for use with all common touchpoints in this area.
4. A hand sanitising station should be located at the entrance to the Canteen.
5. Breaks should be staggered accordingly for the personnel using this Canteen to account for the seating facilities available due to social distancing.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Staffroom (Photo 5)**



1. Demarcate a floor marking 1 metre out along the kitchen counter area (as highlighted) where only one person should be able to access each incremental 2 metre zone (within this floor marking) at any given time. Display signage accordingly.
2. For social distancing requirements the tables should be spaced out (as highlighted in above photo) with chairs positioned accordingly (>2 metres).
3. To account for reduced occupancy levels, a nearby room should be designated as an overflow area for staff to use during break/lunch times. The overflow room also needs to have a socially distant furniture layout configuration. All breaks to be staggered to manage occupancy limits.
4. Continue to provide disposable cups and cutlery if feasible. Alternatively, all personnel should be asked to use their own cutlery and cups where necessary or be given an allocated set from current kitchen supplies.
5. The common touchpoints in this area are the kitchen equipment, tap handles, light switches and door handles which need to be included in an inventory of touchpoints requiring cleaning on a periodic basis.
6. Continue to provide disposable tissues (and covered waste bin) to be provided for use with all common touchpoints in this area (microwave, fridge, toaster, water boiler, water dispenser, tap handles, etc.).

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Toilets (Photo 6)**



1. There should be a restriction in the toilets limiting 1 person at any wash hand basins within 2 metres of each other at any simultaneous time. Cubicles can be used as normal.
2. Display appropriate signage on the back of the door in each cubicle highlighting the requirement to maintain occupancy limits at available wash hand basins. Place overall occupancy limit signage on external doors to toilets.
3. Demarcate exclusion zones on the floor at hand basins to a distance of one metre back, whereby occupancy in these zones are limited to the hand basins available (e.g. limit of 1 person in above example as highlighted).
4. Maintain sanitising points at the entrances to all toilets and provide disinfectant (spray or wipes) for use in each cubicle.
5. The common touchpoints are taps, manual hand dryers, door and toilet handles which should be part of an inventory of disinfectant requirements to be communicated to the cleaning staff.
6. The recommended hand washing protocol signage (See Appendix 6.5) should be displayed beside each set of wash hand basins.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Stairways**

1. Stairways should ideally be designated as a one-way route provided there are alternative stairways for ascending/descending in the opposite direction.
2. The common touchpoints are the handrails which should be part of an inventory of disinfectant requirements to be communicated to the cleaning staff.
3. A hand sanitising station should be located at the top and bottom of all stairs.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Locker Area on First Floor (Photo 7)**



1. If possible, large rows of lockers should be broken up into smaller lots based on alternative storage capacity within the building.
2. Demarcate a floor marking 1 metre out from the lockers (as highlighted) where only one person should be able to access each incremental 2 metre zone (within this floor marking) at any given time. Display signage accordingly.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		



**Small Corridor on First Floor (Photo 8)**



1. This corridor has access to general classrooms only and due to its narrow dimensions, it should be designated as a one-way corridor with appropriate floor markings (as highlighted).
2. Display appropriate signage on the back of each classroom door located in this corridor highlighting the requirement to only go one way upon exiting the room.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

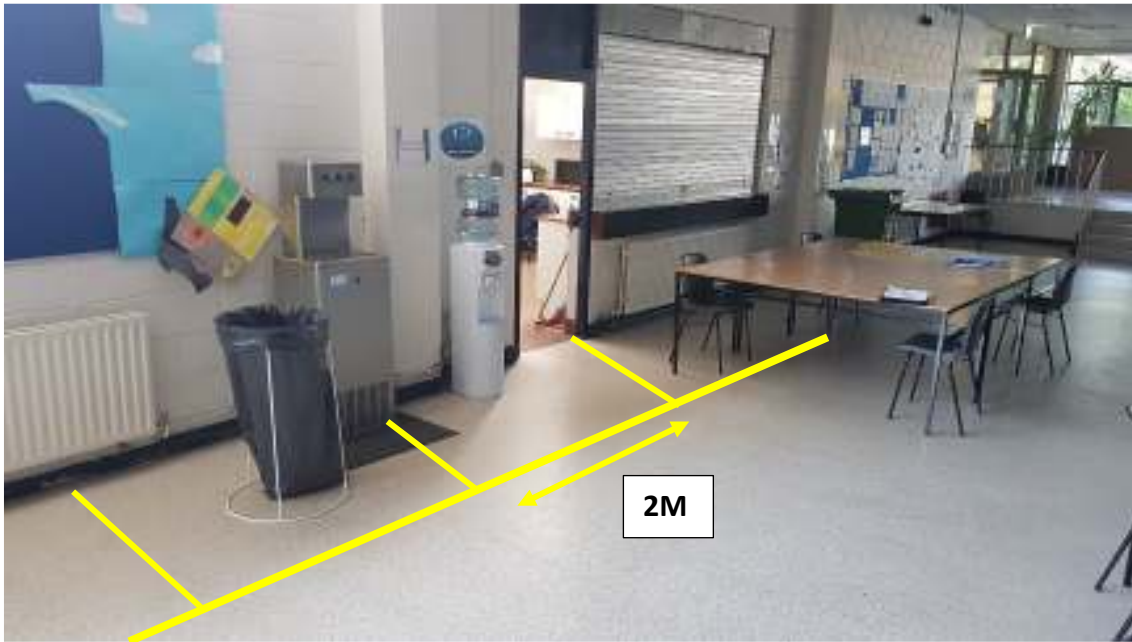
**Main Assembly Area (Photo 9)**



1. Existing table format needs to be separated (as highlighted) so that each table can be positioned in a grid like manner to account for the social distance requirement under public health guidelines (currently 2 metres).
2. Two chairs to be allocated per table at each end (as highlighted).
3. Hand sanitising stations should be located at the entrances to the Canteen.
4. Breaks should be staggered accordingly for the personnel using this Canteen to account for the seating facilities available.
5. The common touchpoints are the handrails on access steps, vending machines and water dispensers which should be part of an inventory of disinfectant requirements to be communicated to the cleaning staff.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Assembly Area Servery (Photo 10)**



1. A queuing system is required to be marked out on floor at Kitchen Servery in increments of 2 metres to maintain the ideal social distance requirement.
2. Relocate all other items impinging on the required queuing demarcation (bins, water dispensers, etc).
3. Breaks should be staggered accordingly for the occupancy limits due to the queuing system as highlighted.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Main Office (Photo 11)**



1. The provision of Plexiglass health guard screen is required at the main counter area (as highlighted).
2. The two workstations currently facing each other will also require the provision of Plexiglass health guard screen or similar partition between them (as highlighted).
3. The common touchpoints in this area are the shared office equipment, heaters, light switches and door handles which need to be included in an inventory of touchpoints requiring cleaning on a periodic basis.
4. Provide disposable tissues (and covered waste bin) to be provided for use with all common touchpoints in this area.
5. The Principal’s Office should have an occupancy limit of one-to-one for any meetings in this area taking account of the 2-metre social distance requirement.
6. All personnel visiting the Main Office should be directed to sanitise their hands upon entry at a hand sanitising point located outside the door.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

**Isolation Room – Disabled Toilet (Photo 12)**



1. The isolation room should have a supply of
  - Disposable tissues
  - Hand sanitiser
  - Disinfectant cleaning agent
  - Gloves
  - Masks
  - Clinical waste bags
  
2. If this room has to be used for isolation purposes, then the person presenting with Covid-19 symptoms should be taken out through the fire exit as highlighted when leaving this room (and not through the main school entrance).

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

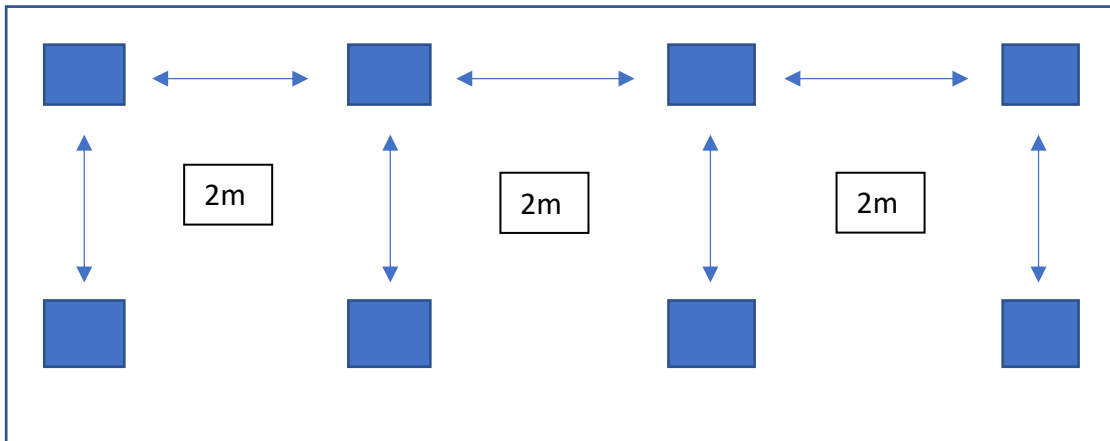
**Computer Rooms (Photo 13)**



1. It will be necessary to allocate each alternate computer for use (as highlighted by the X above) in order to facilitate standard social distancing under the current public health guidance (2 metres).
2. To maximise space available in these rooms always start the available computers in a position at the very end of the counter/desk (as highlighted by yellow arrow). If the compromised social distancing guideline of 1 metre is being implemented then space out each workstation accordingly in increments.
3. Due to the potential reduction in numbers, classes may have to be staggered (timetabled) to maintain the restriction on concurrent occupancy levels in Computer rooms.
4. Where Computer Rooms have extra space available, then this space should be used to relocate some of the computers that have been removed due to social distancing requirements. Use all available space to maximise occupancy levels.
5. Computer equipment needs to be disinfected **prior** to use by personnel in these areas and cleaning agents (such as disinfectant wipes) are required to be provided for this purpose.

<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		

### General Classrooms

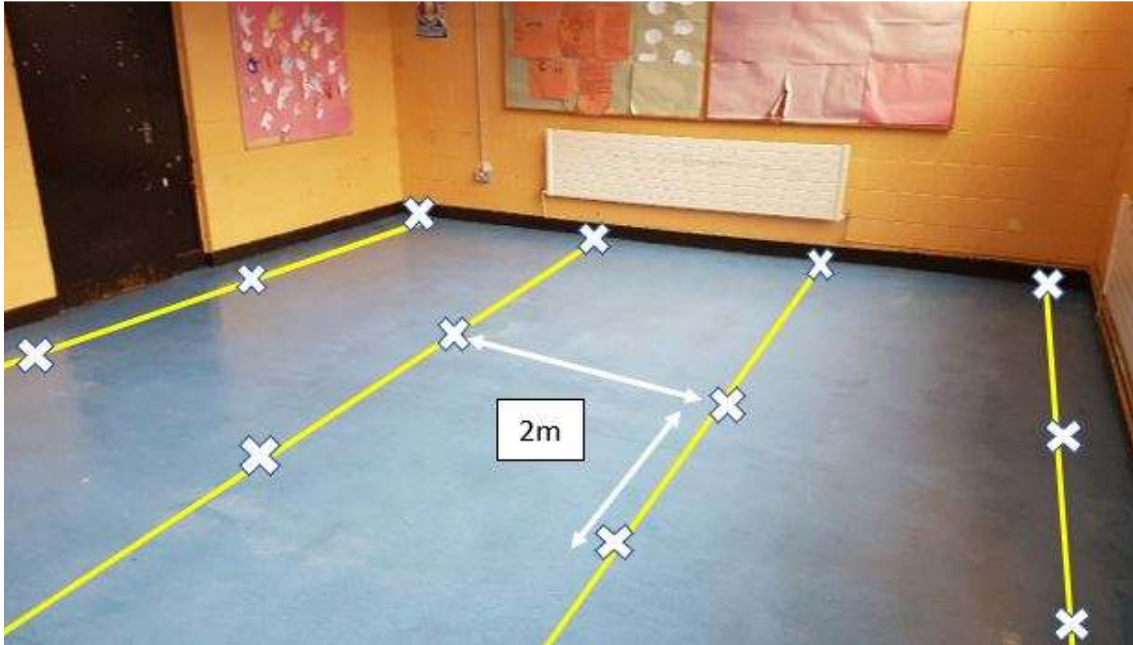


1. The “Interim Recommendations for the reopening of schools and educational facilities” published by the Health Protection Surveillance Centre (HPSC) have stated physical distancing of **2 metres where possible or at least 1 metre** should be maintained between desks or between individual students or staff.
2. All chairs (as highlighted by the box graphic above) should be spaced out at a distance of 2 metres apart with one chair left at each single desk in order to facilitate social distancing. Where higher class occupancy levels are required then the **minimum of 1 metre** social distancing may be observed using the same layout configuration (as above).
3. To maximise space available in these rooms always start the layout in one of the corners furthest away from the teacher’s desk and use all space available up to a distance of **2 metres from the teacher’s desk**.
4. The social distancing measurements used should be from chair to chair (i.e.; student to student) and not desk to desk. Thus, single desks are more suitable for the reconfiguration layout required in accordance with the above recommendations.
5. As far as possible, students should remain in their general classroom (as a cohort) with different teachers/tutors moving between these rooms.

Continued...

**General Classrooms continued (Photo 14)**

- Ideally, chair positions should be demarcated on the floor in general classrooms (as highlighted by the X graphic in photo below) to act as a visual aid for all users to ensure the minimum social distances are being adhered to. Individual chairs can then be placed and monitored over each demarcation.



<b>Actioned</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Comments</b>		



## 5.0 – Response to Suspected Covid-19 Case

1. If someone becomes unwell in the school with symptoms such as cough, fever, difficulty breathing, the relevant individual should be sent home to self-isolate and advised to contact their GP.
2. **If going home is not immediately possible**, then the person should be moved to the designated Isolation Room where they will be isolated behind a closed door to protect both the individual's privacy and the welfare of other personnel on the premises. If it is possible to open a window, do so for ventilation.
3. The suspected Covid-19 case will be escorted to the Isolation Room by a Covid-19 Officer keeping a distance of at least 2 metres. Ideally tissues, hand sanitiser, disinfectant wipes, gloves, masks and clinical waste bags should be provided in the Isolation Room.
4. The individual who is unwell should call their doctor immediately and outline their current symptoms. Whilst they await advice, they should be kept in the Isolation Room. **They should avoid touching any people, objects or surfaces and wear face protection and gloves to prevent contamination.**
5. The suspected case should cover their mouth and nose with a disposable tissue when they cough or sneeze (even with a mask on) and put the tissue in a sealed clinical waste bag and dispose in a designated bin. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
6. Arrangements should be made for deep cleaning of all surfaces the person has come into contact with once they have left the premises. Isolate the individual's workstation (if applicable) and any other relevant areas to be cleaned as soon as possible.
7. Waste should be put in a plastic rubbish bag and tied. This bag should be placed in a second bag, tied, and kept securely for 72 hours after which it can be disposed with normal waste.
8. In the event of a subsequent confirmed Covid-19 case the HSE will contact Ringsend College management team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.

## **6.0 - Appendices**

- 6.1 Pre-Return to Work Form**
- 6.2 Site Specific Covid-19 Details**
- 6.3 Covid-19 Information for Staff**
- 6.4 Contact Tracing Log**
- 6.5 Approved Covid-19 Signage**

6.1 - Pre Return to Work Form



## Return to Work Declaration

Name	
Staff Number	
Department	
Email	
Telephone	

Please ✓ as appropriate

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

Are there any other circumstances relating to COVID-19, not included above, which may need to be disclosed to allow your safe return to work. If yes, please provide details below:

**Note: If your response to any of the questions above changes, please contact your immediate Manager before attending for work.**

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

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

**Form to be completed and returned to your Manager three days prior to returning to work.**

**6.2 - Site Specific Covid-19 Details**

The designated Isolation Room is located at – Disabled Toilet (Ground Floor)
The Covid-19 Officers on site – _____ (Please enter names)
The Covid-19 Staff Rep on site is – To be decided by Staff
The PPE available for Covid-19 control includes – Face masks, gloves, visors, disinfectant wipes, sanitiser and single use tissues

### 6.3 – Covid-19 Information for Staff

**Ringsend College** is committed to protecting our employees, their families, students and the general public to ensure we minimize the risk of spread of the virus.

- The additional risk mitigating measures outlined in this document have been implemented to support the school to mitigate the risk of infection / transmission of the virus.
- The most important action employees can take to protect themselves from COVID-19 is regular handwashing, good respiratory hygiene and following social distancing guidelines.

#### Good Hygiene & Handwashing

- Wash your hands properly and often. Hands should be washed: after coughing or sneezing, before and after eating food, if you were in contact with someone coughing or sneezing and after you have been in a canteen or toilets.
- Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off.
- 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, cutlery, etc.
- Wear a face mask or face shield when moving around the workplace or interacting with work colleagues. Do not shake hands.

#### Social Distancing Guidelines

Social distancing is important to help slow the spread of Covid-19. It does this by minimising contact between potentially infected individuals and healthy individuals.

You should:

- keep a space of 2 metres (6.5 feet) between you and other people
- avoid any crowded places
- not shake hands or make close contact with other people at work

There is very little risk if you are just passing someone. But keep a distance of 2 metres where possible.





## 6.5 – Approved Covid-19 Signage

# Coronavirus COVID-19

Coronavirus  
COVID-19  
Public Health  
Advice

## Stay safe. Protect each other.

Continue to:

- **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 safely
- **Distance**  
yourself at least  
2 metres (6 feet) away  
from other people,  
especially those who  
might be unwell
- **Avoid**  
crowds and  
crowded places
- **Know**  
the symptoms. If you  
have them self isolate  
and contact your GP  
immediately

COVID-19 symptoms include

- > high temperature
- > cough
- > breathing difficulty
- > sudden loss of sense of smell or taste
- > flu-like symptoms

If you have any symptoms, self-isolate to protect others and call your GP for a COVID-19 test.

**#holdfirm**

For more information  
[www.gov.ie/health-covid-19](http://www.gov.ie/health-covid-19)  
[www.hse.ie](http://www.hse.ie)

Ireland's public health advice is guided by WHO and ECDC advice

  **Rialtas na hÉireann  
Government of Ireland**

**Social Distancing**  
For your safety please keep **2 metres** (6 feet) from one another in queues

Coronavirus COVID-19 Public Health Advice

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# Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



[www.hse.ie/handhygiene](http://www.hse.ie/handhygiene)




# How to use Face Coverings

Coronavirus COVID-19 Public Health Advice

**ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING**

## Correct Covering

Medical masks should be reserved for health workers or patients in treatment. If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.




## Check Your Fit


Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.


Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.




**DO NOT:** Wear the face covering below your nose.




**DO NOT:** Leave your chin exposed.




**DO NOT:** Wear it loosely with gaps on the sides.



**DO NOT:** Wear it so it covers just the tip of your nose.



**DO NOT:** Push it under your chin to rest on your neck.




**FOLLOW THESE TIPS TO STAY SAFE:**

<p><b>ALWAYS</b> wash your hands before and after handling your face covering.</p>	<p><b>ALWAYS</b> change your face covering if it is dirty, wet or damaged.</p>	<p>Carry unused face coverings in a sealable clean, waterproof bag, for example, a ziplock.</p>	<p>Carry a second similar type bag, to put used face coverings in.</p>	<p><b>CHILDREN UNDER 13</b> should not wear face coverings.</p>	<p><b>ALWAYS</b> wash cloth face coverings on the highest temperature for cloth.</p>
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## Safe Removal

Use the ties or ear loops to take the face covering off. Do not touch the front when you take it off.



## Disposing Of Single-Use Mask

Always dispose of single-use masks properly in a bin. Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.

