



Defence – CHECKLIST

Awareness and information

- Keep up to date with Public health advisory notices
- Comply with any public health guidelines and orders
- Provide necessary training

Minimise spread

- Hand washing – adequate supply of soap and disposable towels
- Hand sanitisers available at suitable locations e.g. entrances/exits & customer contact areas
- Implement physical distancing measures e.g. rearrangement of workflows/patterns to reduce infection risk
- Working from Home where possible
- Restructure teams/shifts, reduce numbers and exposure
- Limit canteen numbers/restrict operation
- Limit/restrict visitors
- Use of appropriate PPE as necessary
- Records – employees to keep contact logs to facilitate tracing in the event of an infection

Communications

- Keep all employees informed of changes to practices
- Appoint co-ordinator
- Provide regular updates on changes to practices, policies and procedures
- Keep up to date on issues/resources required for continued operation:
 - Employees available and suitable for continued work
 - Regular Contact with those in self-isolation
 - Regular contact with remote workers



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What to do when a suspect case occurs

Appoint dedicated resource to manage prevention measures e.g. COVID-19 Manager

Segregate suspected case from others – separate area where possible, advised on steps to minimise contamination e.g. minimise surface contact, disposal of tissues etc

Segregation of disposable tissues/towels used by suspected case

Call the General Practitioner of the person

Follow advice regarding self-isolation and other prevention measures e.g. sending to hospital/home

Keep log/record of direct contacts of person

Cleaning of area where suspected case operated

Assessment of incident and follow actions necessary

Provide information to HSE on request

Follow up with close contacts of suspected case and carry out necessary risk assessment for possible contamination

Review contact logs to identify possible contamination risks

Use of Personal Protective Equipment

Supply suitable PPE as necessary when social/physical distancing measures are not suitable/appropriate

Cleaning staff to be provided with disposable gloves and gowns

Change PPE regularly to reduce risk of exposure to COVID-19

All PPE should be carefully removed and disposed of to minimise risk of contamination

Breaches in PPE equipment to be reported