

Review of government and NSAI advice with suggested measures to equip organisations to getting workplaces functional and safe, by 2468.

The Covid-19 protocol

The Irish Government issued the Covid-19 Return to Work Safely Protocol for Ireland on the 8 May 2020. We've summarised key points here with some additional detail from the NSAI and insights from workplace design & FM experts. We've also listed measures and equipment employers will need to implement the requirements here.

It's important also to visit government websites for up to date information, because this document doesn't address every possible situation for all organisations. Here are some useful links for information:

https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/https://www.nsai.ie/images/uploads/general/NSAI-Guidelines-COVID-19-20200514.pdf signage https://www.gov.ie/en/collection/02cd5c-covid-19-information-resources/#logoguidelines

Employer responsibilities

We've summarised key actions employers need to think about under: Planning, Distance and Separation, Movement and Circulation, Hygiene Health and Safety, Travel and Visitors, Customer-facing staff, and Covid-19 isolation. Our recommended measures are on page 6.

Planning

Employers must

- Have in place a Covid-19 Response plan a Covid-19 co-ordinator and worker
- Update Health & Safety risk assessments and safety statements
- Communicate these plans to workers
- Develop policies for isolation of workers with Covid-19 symptoms
- Post signs reminding of symptoms of Covid-19 and public health advice
- Record employee contacts to facilitate contact tracing
- Issue a Pre-Return to Work form for workers to complete 3 days prior to return
- Provide Induction training

Employers should review sick leave policies, make available public health advice from HSE.

Distance and Separation

Employers must

- · Provide for 2 metres physical distancing across all work activities
- Stagger breaks, canteen use
- Re arrange break areas and consider closing canteens
- Organise into small fixed teams with own facilities
- Reduce meetings, apply physical distancing, record attendees, supply sanitiser
- Install physical barriers desk sneeze guards where 2m not possible
- Make handwashing / sanitisation available wherever activity takes place



HSA Inspectors will provide advice and support to employers and employees on how they are implementing the measures. They also have the power to serve an improvement notice requiring that certain improvements be carried out.

Minister Heather Humphreys 11th May 2020

Movement & circulation

Employers must

- Use distance markings to avoid queues
- Provide one way systems for access /egress routes where practicable
- Adapt sign in / sign out procedures so as maintain physical distancing

With limited seating available and essential workers identified, organizations can plan for phased reentry to the office based on role criteria.

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Hygiene, Health & Safety

Employers must

- Provide hand sanitisers at suitable locations including entrances and exits
- Supply adequate hand washing facilities including soap hand towels & dryers.
- Implement thorough cleaning and disinfection of all rooms, ventilated afterwards
 NSAI advises that this is carried out twice a day, visibly to provide reassurance
- Ensure contact surfaces are cleaned at least twice a day
- Increase number of waste collection points
- Provide employees with their own essential sanitisation supplies for work station
- PPE use in line with guidelines on HPSC website
- First Aid Workers provided with updated training on infection prevention
- Test temperatures in line with up to date health advice



It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions. Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Simple household disinfectants can kill the virus.

NSAI Guidelines, 14 May2020

Covid-19 Isolation

Employers must

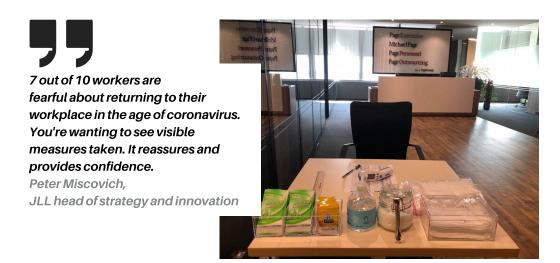
- Develop a response plan for covid-19 infection at work
- Designate an Isolation area equipped with wipes, gloves, masks, tissues, bags
- · Designate access route to isolation area
- Record all contacts for any unwell person for contact tracing
- Fully clean & disinfect areas occupied by unwell person

Knowing where employees are assigned and their likely circulation paths throughout the day can support a focused cleaning response if an employee does exhibit symptoms.
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Travel and Visitors

Employers must

- Reduce business trips and face interactions to absolute minimum
- Avoid employees travelling in same vehicle
- Limit visitors where possible.
- Make visitors aware of site infection control measures
- Install barriers to enforce physical distancing in reception areas- eliminate queuing
- · Provide sign in cards for visitors checking health status



A health check desk with masks, sanitiser & temperature controls for visitors.

Installations like this provide reassurance for all.

Safety check list

Equipment and supplies you will need in place

	Signs to communicate traffic flow throughout including floor arrows and distance reminders
	Covid-19 policy & public health information posters for staff, handwash reminders
	Hand sanitisation stations - wall mounted and/or free standing units
	Hand washing stocks - soaps, paper towels, dryers in washrooms / kitchens
	Reception screens, sneeze guards, queue barriers, and anti microbial pens for sign in
	Employee hygiene kits for every work station with sanitiser, sprays, paper towels & bags
	Increased cleaning supplies like anti bacterial sprays, paper towels, bins and bin bags
	Personal pens, mug, bottle, cutlery & glass for each staff member with labelling
	PPE for Isolation Room : masks, gloves, wipes, sanitiser & bin bags
	Disposable gloves & gowns for cleaning staff
	Increased number of bins for staff
	Contact log books for employees and visitors
Eq	quipment and supplies you might want to consider
	Contactless technology where possible, or contact eliminators (see below)
	More and smaller coffee, tea and snack stations including packaged food /meals
	Contactless thermometers - in line with public advice
We	e recommend also visiting nsai.ie/covid-19workplaceprotection for good detail on this

Cushman & Wakefield's 'Six Foot Office' prototype uses circular floor stickers to create safe flow & movement







Visit 2468group.com to see our full range of safety equipment or talk to your usual 2468 contact about your needs.

2468GROUP, DUNBOYNE BUSINESS PARK, MEATH A86 FT93 T 353 (0) 1 801 3560 INFO@2468GROUP.COM

