

# COVID-19 Work Safely Protocol

## Employer Checklist No.2 - Infection Prevention and Control (IPC) Measures

These checklists have been prepared to help employers, business owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. By putting in place infection prevention and control (IPC) measures, you can help to protect your workers.

Further information can be found at [gov.ie](http://gov.ie), [hse.ie](http://hse.ie), [hpsc.ie](http://hpsc.ie) and [hsa.ie](http://hsa.ie)

No.	Controls	✓Yes	✓No	Action Required
	<b>Hand Hygiene Facilities:</b>			
1.	Are there enough hand washing and hand sanitising stations in place to accommodate workers, visitors / contractors / customers 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: <ul style="list-style-type: none"> <li>• all entry / exit points to the workplace?</li> <li>• high traffic areas</li> <li>• the need for workers to wash their hands before, during or after a work task</li> <li>• the distance workers are from hand washing / hand sanitising facilities including washrooms</li> <li>• the number of workers and any shift arrangements</li> </ul>			
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. running water, soap dispensers, paper towels, touch-free bins and hand sanitisers?			
4.	In choosing a hand sanitiser, is it effective against viruses such as COVID-19 (Coronavirus) and approved by the Department of Agriculture, Food and the Marine (DAFM)? For information on registered hand sanitisers see the <a href="#">Pesticide Registration and Control Divisions</a> website			
5.	Are there hand sanitising stations in areas that have high touchpoints or high footfall?			
	<b>Employee awareness around hand hygiene in the workplace</b>			
6.	Have you informed workers about the importance of washing hands well and often?			
7.	Are workers familiar with hand hygiene guidance and advice, and are they adhering to it? <a href="#">See video on how to wash your hands properly.</a>			

No.	Controls	✓Yes	✓No	Action Required
8.	Have you shown workers how to use hand sanitiser correctly and where hand-sanitising stations are located?			
9.	Have you <u>displayed posters</u> on how to wash hands correctly in appropriate locations?			
10.	Have you advised workers to wash their hands with soap and water or with hand sanitiser for at least 20 seconds and in particular: <ul style="list-style-type: none"> <li>• after coughing and sneezing</li> <li>• before and after eating</li> <li>• before and after preparing food</li> <li>• before and after removing their face covering</li> <li>• if in contact with someone who is displaying any COVID-19 symptoms</li> <li>• before and after being on public transport</li> <li>• before and after being in a crowd</li> <li>• when arriving or leaving the workplace/other sites</li> <li>• when entering and exiting vehicles</li> <li>• before having a cigarette or vaping</li> <li>• when hands are dirty. If visibly dirty, wash hands with soap and water, and</li> <li>• after toilet use.</li> </ul>			
11.	Have you advised workers: <ul style="list-style-type: none"> <li>• to avoid touching their eyes, mouth or nose</li> <li>• not to share objects that touch their mouth, for example bottles or cups</li> <li>• to use their own pens for signing in or out?</li> </ul>			
12.	Do workers have access to facilities to support hand hygiene (e.g. handwashing facilities/hand sanitiser/hand wipes)?			
13.	Have you provided facilities for outdoor workers to frequently practice hand hygiene?			
<b>Respiratory hygiene</b>				
14.	Have you provided tissues as well as bins/bags for their disposal? Are bins emptied at regular intervals?			
15.	Have you advised workers about good respiratory hygiene and cough etiquette to help prevent the spread of COVID-19: <ul style="list-style-type: none"> <li>• cover coughs and sneezes with a clean tissue or elbow</li> <li>• dispose of tissues in bins / bags provided?</li> <li>• follow good practice on the safe use, storage, disposal and cleaning of face masks / coverings</li> </ul>			

No.	Controls	✓Yes	✓No	Action Required
16.	Have you provided advice on good respiratory practice including the safe use, storage and disposal of face masks / coverings and the safe cleaning of face coverings? Watch the video <a href="#">Do you know how to wear a face mask properly?</a>			
<b>Physical Distancing – staying 2 metres apart</b>				
17.	Have you looked at how you can change (and maintain) the layout of your workplace to allow for physical distancing?			
18.	Have you a system to regularly remind workers to keep 2 metres apart?			
19.	Have you identified the activities that involve interacting with customers, visitors, contractors and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible?			
20.	Can you rearrange (and continue with) working times and shifts to minimise the number of people at work together?			
21.	Can you rearrange (and continue with) break areas and times to comply with physical distancing (e.g. placing tables and chairs further apart, staggering breaks)?			
22.	Can you organise workers into teams or pods who consistently work and take breaks together?			
23.	If it's not possible to maintain physical distancing in the canteen, have you considered making alternative arrangements?			
24.	Can you provide a one way system for entering and exiting the workplace, where practical?			
25.	Have you implemented physical distancing for outdoor work activities?			
26.	Have you reduced the number of people working in enclosed spaces by: <ul style="list-style-type: none"> <li>• facilitating working from home</li> <li>• postponing non-essential work</li> <li>• modifying work tasks?</li> </ul>			
27.	Have you put floor markings in place to remind everyone in the workplace of the 2 metre physical distance required?			

No.	Controls	✓Yes	✓No	Action Required
28.	<p>If it is not possible to ensure a 2 metre physical distance between workers, have you put in place alternative protective measures, for example:</p> <ul style="list-style-type: none"> <li>• to minimise any direct worker contact</li> <li>• to provide hand washing facilities and other hand hygiene aids, such as hand sanitisers, wipes, etc. that are readily accessible so workers can perform hand hygiene as soon as the work task is complete</li> <li>• installed physical barriers, such as clear plastic sneeze guards /screens between workers</li> </ul> <p><b>Note:</b> Screens do not need to be floor to ceiling but should be of an adequate height (e.g., cover a person in a standing position) and width to block the pathway from the nose and mouth to the face and workspace of the other persons. See <a href="https://www.hpsc.ie">hpsc.ie</a> and <a href="https://www.ncceh.gov.uk">NCCEH</a> for further advice on screens.</p> <ul style="list-style-type: none"> <li>• provided PPE as appropriate</li> <li>• provided face coverings for workers in line with Public Health advice.</li> </ul> <p><b>Note:</b> wearing face coverings is not a substitute for other measures outlined above.</p>			
29.	Where screens are installed, are these regularly cleaned with detergent (soap) and water?			
30.	Have you staggered entry into the workplace including the entry of customers or clients?			
	<b>Minimising Contact</b>			
31.	Where workers are sharing accommodation provided by their employer, at a place of work, are you following the measures outlined in the Work Safely Protocol, page 11?			
32.	Have you advised workers sharing such accommodation to adhere to Public Health and Government advice?			
33.	Have you stopped non-essential business trips or minimised them, where possible? Are work meetings carried out using online remote means, where possible?			
34.	If workers have to meet face-to-face, is current Government and Public Health advice adhered to? Do you make sure meetings take place in a space where physical distancing is possible at all times and the meeting is held for the shortest time possible? Is the meeting space properly ventilated?			
35.	Where workers travel overseas for essential business have you referred to the latest advice in relation to essential overseas travel on <a href="https://www.gov.ie">gov.ie</a> ?			
36.	Have you referred to current Public Health advice in relation to visits to Ireland for essential business reasons and how such visits to workplaces should be conducted?			

No.	Controls	✓Yes	✓No	Action Required
	<b>Sharing vehicles</b>			
37.	Have you put in place a system that eliminates or reduces the need for workers to travel together in work vehicles?			
38.	Where workers need to share a work vehicle or travel to / from work with others in a vehicle, are they travelling as a team/pod? Have you advised them to wear face coverings / masks, and to wash their hands before and after traveling together, in line with Public Health advice?			
39.	Are face coverings or masks provided to workers that share a work vehicle?			
40.	Are workers provided with hand sanitisers and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift? Are workers informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift?			
41.	Have you advised workers to wash their hands with soap and water or to use hand sanitiser (minimum 60% alcohol or non-alcohol based but effective against COVID-19), for at least 20 seconds when entering and exiting vehicles?			
42.	Have you encouraged workers to travel alone to/from and for work?			
43.	If using their personal cars for work, have you advised workers that they should be accompanied by a maximum of one other passenger, seated in adherence with physical distancing guidance?			
44.	Have you advised workers to clean and disinfect surfaces and shared equipment, not to shake hands, share objects, food or drinks, and to avoid any physical contact?			
45.	<b>Personal Protective Equipment (PPE) [Guidance open to change]</b> Note: PPE use cannot take the place of other preventative measures. For COVID-19, employers should check Public Health advice. Gloves are generally not required for infection prevention and control and are not a substitute for hand hygiene.			
46.	Has the correct PPE been identified based on the hazard and risk to the worker for the particular work activity?			
47.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?			
48.	Have you trained workers in the correct fitting, use, removal, cleaning, storing and disposal of PPE?			

No.	Controls	✓Yes	✓No	Action Required
49.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?			
	<b>At Risk Groups</b>			
50.	Have you determined if any of your workers are at higher risk from COVID-19? See <a href="https://www.hse.ie/coronavirus">hse.ie/coronavirus</a> for further information on People at Higher Risk from COVID-19.			
51.	Have you enabled high risk or very high risk workers (extremely vulnerable) to work from home where possible?			
52.	Have you ensured at risk workers are supported to maintain a physical distance of 2 metres from others if they cannot work from home, and must be in the workplace?			
	<b>Changes to Work Practices</b>			
53.	Have you considered other changes to work practices to minimise the spread of COVID-19?			
54.	Have you arranged for safe delivery of goods to the workplace?			
	<b>Visiting Contractors / Workers</b>			
55.	Are there arrangements in place to inform other workers, contractors or visitors about the workplace infection prevention and control (IPC) measures to help prevent the spread of COVID-19?			
56.	Is there a system for recording visits to the site(s) / workplace by workers / others as well as visits by workers to other sites / workplaces? Is this completed by workers, as required (contact log)?			
	<b>Additional Information</b>			

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The information contained in this checklist is for guidance purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority, shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.*