

COVID-19 Work Safely Protocol

Employer Checklist No.4 - Dealing with a Suspected Case of COVID-19

These checklists have been prepared to help employers, business owners and managers to run their business in a way that will help prevent the spread of COVID-19. This checklist provides guidance on dealing with a suspected case of COVID-19 in the workplace.

Further information can be found at gov.ie, hse.ie, hpsc.ie and hsa.ie

No.	Control	✓Yes	✓No	Action Required
	Procedures and Information			
1.	Have you policies and procedures ¹ in place to promptly identify and isolate workers or others who start to display symptoms of COVID-19 at work?			
2.	Are you keeping a log of contacts to facilitate contact tracing?			
3.	Have you informed workers and others of the purposes of the log (i.e. to be used by Public Health in the event of an outbreak)? Are you maintaining up-to-date information on all workers (full-time, part-time, contract and agency) in the workplace? Such information should include at a minimum the name, address and contact phone number of the individual worker.			
4.	Have you consulted with workers ² about the isolation procedures and when they must be applied?			
5.	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19 ?			
	Instructions if a person(s) displays signs or symptoms of COVID-19 at work			
6.	Have you instructed workers about what they need to do if they develop signs or symptoms of COVID-19 at work, and the importance of early isolation in preventing the spread of the virus?			
7.	Have you provided your workers with up to date Public Health information and advice on COVID-19 issued by the hse , hpsc and gov.ie ?			

¹ If there is already an occupational health service in place in the workplace, this service may be used by the employer to respond and support measures in dealing with a suspected or confirmed case of COVID-19.

² and Trades Unions where applicable

No.	Control	✓Yes	✓No	Action Required
	Reporting			
8.	Have you informed workers about the necessary reporting procedures if they display signs or symptoms of COVID-19 at work? Do they know who to contact and how?			
	COVID-19 case manager/designated contact and response management team			
9.	Have you appointed a case manager/designated contact person to deal with a suspected case of COVID-19 in the workplace?			
10.	Have you identified the team(s) responsible for responding to a suspected case(s) of COVID-19 in the workplace and trained this team in what actions to take?			
	Isolation area(s)			
11.	Have you identified a place that can be used as an isolation area, with a door that can be closed, in the event of a suspected case of COVID-19? Note: Where a closed-door isolation area is not possible, you must provide an area away from other workers.			
12.	Is the isolation area and the route to the area accessible, including for people with disabilities?			
13.	If more than one person is displaying signs or symptoms of COVID-19, are additional isolation areas available, or is there another contingency plan for dealing with this?			
14.	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> • ventilation, e.g. fresh air ventilation / ability to open a window • tissues • hand sanitiser • disinfectant and/or wipes • gloves, masks • waste bags/bins 			
	Isolating a person(s) displaying COVID-19 symptoms			
15.	Are procedures in place for the case manager/designated contact person or a member of the response team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing of at least 2 metres from them, and ensuring others are at least 2 metres away from them?			

No.	Control	✓Yes	✓No	Action Required
16.	Is the case manager/designated contact and response team familiar with this procedure?			
17.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?			
18.	Is there a disposable mask available for the affected person to wear while in a common area with other people, and when exiting the building?			
Arranging for the person to leave workplace / Exit Strategy				
19.	Have you established, by asking them, if the affected person feels well enough to travel home?			
20.	If the affected person considers themselves able to travel home, have you directed them to do so and to call their family doctor and self-isolate at home?			
21.	If the affected person feels unable to go home, has the case manager/designated contact / response team let them remain in isolation, and enabled them to call a doctor?			
22.	Has the affected person been advised to avoid touching other people, surfaces and objects?			
23.	Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided?			
24.	Has transport home or to a hospital for medical assessment been arranged if the affected person has been directed to go there by a doctor?			
25.	Has the affected person been advised not to go to a doctor's surgery or any pharmacy or hospital (unless as directed at No.25)?			
26.	Has the affected person been advised they must not use public transport?			
27.	Has the affected person been advised to continue wearing the face mask until they reach home?			

No.	Control	✓Yes	✓No	Action Required
	Follow-up			
28.	Have you carried out an assessment of the incident to identify any follow-up actions needed?			
29.	Are you available to provide advice and assistance if contacted by the HSE?			
	Disinfection			
30.	Have you taken the isolation area and any work areas where the person with a suspected case of COVID-19 has been, out-of-use until ventilated with fresh air for at least one hour? After this, has the area been thoroughly cleaned followed by decontamination of surfaces using a disinfectant effective against viruses?			
31.	Have you arranged for appropriate ventilation, cleaning and disinfection of the isolation area and any works areas involved, at least one hour after the affected person has left the building? See Report on 'Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2' at ecdc.europa.eu			
32.	Is personal waste (when dealing with a suspected case of COVID-19) e.g. used tissues, wipes and cleaning material, disposed of in a plastic rubbish refuse bag. Is it tied and placed into a second refuse bag and tied again. Once the bag has been tied securely, is it left in a safe location for three days (72 hours) before putting out for collection?			
33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?			
	Additional Information			

Name: _____ Signature: _____ Date: _____

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