

# COVID 19 RETURN TO WORK EMPLOYERS CHECKLIST

**CallanTansey**

SLIGO • DUBLIN • BOYLE • BALLINA • GALWAY

TASK	ASSIGNED	COMPLETED
<b>Reinforce the 3 requirements to slow the spread of the virus</b> <ul style="list-style-type: none"> <li>• Hand Hygiene</li> <li>• Respiratory Etiquette</li> <li>• Physical Distancing</li> </ul>		<input type="checkbox"/>
<b>Appoint a COVID19 Management Team</b>		<input type="checkbox"/>
<b>Draft an overall COVID19 Management Response Plan which covers:</b> <ul style="list-style-type: none"> <li>• Updating your existing Risk Assessment &amp; Safety Statement(these are already required under existing law)</li> <li>• Contact Tracing</li> <li>• Staff Training</li> <li>• Physical distancing/Respiratory Etiquette/Hand Hygiene</li> <li>• What to do in the event of a suspected case</li> <li>• Possible Exposure Points</li> <li>• Controls to Minimise Risks</li> </ul>		<input type="checkbox"/>
<b>Appoint (an)Employee Rep(s) to liaise with the Management Response Team. Number of reps to be proportionate to the total number of Employees</b>		<input type="checkbox"/>
<b>Appoint an appropriate Manager to deal with (a) suspected case(s)</b>		<input type="checkbox"/>
<b>Display/Make Available all up to date Public Health Advices and Erect Warning Signs re</b> <ul style="list-style-type: none"> <li>• Hand Hygiene</li> <li>• Respiratory Etiquette</li> <li>• Physical distancing</li> </ul>		<input type="checkbox"/>
<b>Draft the following Forms and SubPlans:</b> <ul style="list-style-type: none"> <li>• Return to Work Forms/Health Questionnaires</li> <li>• Suspected Case Plan</li> <li>• Contract Tracing Logs</li> <li>• Training Attendance Logs</li> <li>• Hygiene Logs</li> </ul>		<input type="checkbox"/>

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TASK	ASSIGNED	COMPLETED
Implement a Temperature Testing Regime		<input type="checkbox"/>
Provide necessary training for employees on the Protocols		<input type="checkbox"/>
Install controls to prevent/reduce the risk of the spread of the virus <ul style="list-style-type: none"> <li>• Install physical barriers where necessary</li> <li>• Make face masks and other PPE available where necessary</li> </ul>		<input type="checkbox"/>
Where controls necessitate changes to existing work practices <ul style="list-style-type: none"> <li>• have the Health and Safety Officer/ External Office implement those changes and</li> <li>• Advise Staff accordingly</li> </ul>		<input type="checkbox"/>
Provide, as is reasonably practicable: <ul style="list-style-type: none"> <li>• Ventilation</li> <li>• Tissues, hand sanitisers, disinfectants, wipes - for individual work stations</li> <li>• PPE; Gloves, masks etc.,</li> <li>• Clinical Waste Bags</li> </ul>		<input type="checkbox"/>
Provide additional support to vulnerable workers		<input type="checkbox"/>
Implement a twice a day cleaning regime and increase refuse collection points		<input type="checkbox"/>
Where relevant apply all plans to interactions with customers, clients, suppliers and the public		<input type="checkbox"/>

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There is NO requirement to notify the the HSA if an employee contracts the virus - diseases are not reportable under the relevant 2016 legislation (Safety Health and Welfare at Work (Reporting of Accidents and Dangerous occurrences) Regulations 2016 (SI 370/2016)

However, if a GP becomes aware of an infection (whether at work or otherwise), they are obliged to report the infection to the Health Protection Surveillance Centre in the HSE, under the Infectious Diseases (Amendment Regulations) 2020

**Why does any of this Matter?**

- First and foremost, it can and probably will save lives
- It will increase your business' prospects of surviving this crisis
- It will help reduce your exposure in the event of a HSA Audit of your business and your exposure to litigation generally

This checklist is intended to be a guide only and does not constitute legal advice. You need to consider the particular circumstances, concerns and risks to your own business.

For any clarification or further information specific to your business, please contact:

**Brian Gill, Partner** [BGill@CallanTansey.ie](mailto:BGill@CallanTansey.ie) 071 9162032