

PLANNING

1. Senior Manager (Site/Service Manager) to:

- Ensure that a local protocol is in place for responding to a suspect case(s)
- Identify a COVID-19 Response Manager / Response Team / Case Manager with responsibility for responding to suspect case(s)
- Ensure a local cleaning procedure is in place in line with HPSC/ HSE Interim Infection Prevention and Control Precautions for Possible or Confirmed COVID-19 in a Pandemic Setting

2. Senior Manager in conjunction with COVID-19 Response Manager to identify a designated isolation room(s)* with a door(s) capable of closing and ensure number of personnel entering the isolation room(s) is restricted **

3. COVID-19 Response Manager to ensure:

- A contact log is maintained to enable contact tracing and provide any advice and assistance if requested by the Department of Public Health (see <https://healthservice.hse.ie/staff/coronavirus/?source=banner-hse-staff>)
- Arrangements are communicated to all relevant personnel including the Lead Worker Representative(s), Safety Representatives (if applicable), staff, contractors and visitors

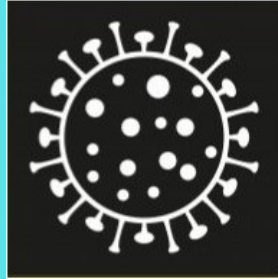
*Isolation Room:

Designated isolation room(s) must:

- Be easily accessible (in terms of route and access)
- Have adequate ventilation***
- Have a chair for the unwell individual
- Have an appropriate supply of tissues, hand sanitiser, disinfectant, PPE, gloves, and surgical masks
- Have waste receptacles with bin liners

** There should only be one person in isolation in the room at any one time. Should there be a likelihood of more than one person developing symptoms at any one time (e.g. on larger hospital sites) it may be necessary to identify more than one room

*** Ideally the room would have an opening outside window to allow natural ventilation. It should not be an internal unventilated space.



DEALING WITH SUSPECT CASE OF COVID-19

If someone becomes unwell with symptoms such as:

- Fever, chills, sweating, malaise, aches
- Shortness of breath or new/worsening cough (dry or productive)
- Sore throat, loss of taste or smell
- Vomiting/Diarrhoea

The following should be adhered to:

1. Symptomatic person to:

- Notify line manager, colleague or site contact immediately to advise if they are fit to go home, contact their GP or local Occupational Health Department by telephone for a COVID-19 assessment and continue self-isolation at home
- If unable to go home, proceed to designated isolation room, keeping at least a two meter distance from others and cover mouth and nose with a facemask in line with HPSC guidance (See [here](#))
- Don a surgical mask, on entering the isolation room
- Keep door closed where possible

2. The COVID-19 Response Manager / Response Team / Case Manager facilitates the person remaining in isolation while they contact:

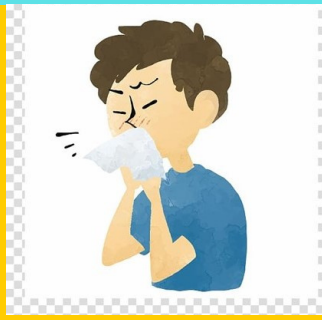
- (a) An identified person (e.g. family member / member of support bubble) to collect them and
- (b) Their local Occupational Health Department or GP for a COVID-19 assessment as appropriate
 - If necessary, arrange transport to hospital for medical assessment

Note: In line with the advice from Transport for Ireland public transport should not be used.

Note: Should Occupational First Aid be necessary, this should be administered by a qualified Occupational First-aider in accordance with the latest Public Health, HPSC, HSE and PHECC guidelines.

Further information is available at:

https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx
and, <https://hse.drsteevenslibrary.ie/c.php?g=679077&p=4846207>



CLEANING

Once vacated, arrange for appropriate cleaning of the isolation room and work areas in line with local procedure.

For up to date information on the latest cleaning advice, please refer to:

<https://www.hpsc.ie/> and <https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-COVID-19>



WASTE

Where clinical risk waste facilities are not available, all waste that has been in contact with the person, including used tissues, and disposable masks should be put in a normal waste bag, double bagged and kept for 72 hours, and disposed of through the normal waste stream.



POST INCIDENT FOLLOW UP

The COVID-19 Response Manager / Response Team / Case Manager to carry out an assessment of the incident to identify follow up actions.

All incidents must be reported and managed in line with [HPSC/HSE Interim Guidance for Coronavirus Healthcare Worker Management by Occupational Health](#) and the [HSE Incident Management Framework](#)



OUTBREAK MANAGEMENT

In the event an outbreak is declared i.e.

- two or more cases of laboratory confirmed COVID-19 infections are linked by time, place or person, regardless of whether the cases have symptoms or not;
OR
- one case of laboratory confirmed COVID-19 infection with or without symptoms, is linked by time, place or person to at least one additional case of illness with symptoms consistent with COVID-19 infection (at least one of the following: sudden onset new cough, fever, shortness of breath, loss of smell, loss of taste, distortion of taste). Full access to the definition of an outbreak can be found here: <https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/casedefinitions/>

Please follow the guidance in the following link [General Guide on Management of COVID-19 Outbreaks in the Workplace](#)