

## Safe Pass Coronavirus COVID-19 Policy

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Revision Control Sheet

Date	Revision No.	Reasons for Revision
15 <sup>th</sup> June 2020	1.0	Initial Draft
14 <sup>th</sup> June 2020	1.1	Added Floor Plan
16 <sup>th</sup> June 2020	1.2	Added need for temperature checks with HSE guidelines
19 <sup>th</sup> June 2020	1.3	Removed one-way system as it caused confusion
29 <sup>th</sup> June 2020	1.4	Change location to Lawlors Hotel
31 <sup>st</sup> July 2020	1.5	Added: <ul style="list-style-type: none"> <li>• Wearing of face masks compulsory</li> <li>• Online Covid Declaration</li> </ul>
24 <sup>th</sup> August 2020	1.6	Changed Isolation room to Hotel Room 102
16 <sup>th</sup> October 2020	1.7	Updated RA's now that hotel is closed Updated HSE Contact information
22 <sup>nd</sup> October 2020	1.8	Added RA to include the requirement for Safe Pass Morning Declaration
2 <sup>nd</sup> November 2020	1.9	Changed Venue to Kinsalebeg Community Centre

### Objectives of the policy

We have an obligation to our families, our students, and the families of our students to reduce the spread of Coronavirus COVID-19

To ensure that we minimise the spread of COVID-19 by:

- Making you, our student aware of the virus
- Ensure that you, our students are aware of the symptoms
- Ensure that protective measures are in place to protect students and others
- Ensure that our students have adequate supplies of PPE for COVID-19

### Creating awareness of the virus

- Students to complete C-19 Induction at the commencement of the Safe Pass Course

### Symptoms of coronavirus

It can take up to 14 days for symptoms of coronavirus to appear.

Look out for one, some or all of the main symptoms:

- a cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fever (high temperature - 38 degrees Celsius or above) or chills

Other symptoms are fatigue, headaches, sore throat, aches and pains.

### Measures that we have in place

- Students are encouraged to wash hands on a regular basis
- Alcohol Gel and tissues will be provided to each student

### How you can help

1. A Self Declaration must also be complete five days prior to completing the Safe Pass Program.

Details required include:

- Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days ?
- Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
- Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?
- Have you been advised by a doctor to self-isolate at this time?
- Have you been advised by a doctor to cocoon at this time?

**If you develop any of the above symptoms before attending the course or have reason to suspect you have had close contact with an Covid-19 infected person, then you are to stay at home, inform us and to call your doctor.**

2. Submit for temperature checks at the start of the day, if you have a fever please make us aware and we can reschedule you on another course
3. Follow the social distancing guidelines while within and outside the center
4. Clean and wash your hands regularly
5. Wear the face masks provided



#### Hygiene

##### *Hygiene in the Learning center*

- We will have hand sanitizer available at entry and exit points to the building
- We ask that students follow the one-way systems in the building
- We will clean down all touch points before the course and a break time

##### *Personal Hygiene at each desk*

At each table we will have:

- Hand sanitizer
- Tissues
- A Bin
- Face Masks

And we ask students that they place any rubbish into the bin on a regular basis.

All paperwork for the course will be placed a folder and on each desk for students before they start

##### *Waste Disposal*

All personal bins to be emptied and waste collected into plastic bags and then disposed of .

##### *Cleaning your hands*

Course participants are requested and expected to wash their hands with soap and water or with an alcohol-based hand rub regularly and, in particular:

- After coughing and sneezing;
- Before and after eating;
- Before and after preparing food;

- If in contact with someone who is displaying any covid-19 symptoms;
- Before and after being on public transport (if using it),
- Before and after being in a crowd;
- When arriving and leaving the training and or assessment location;
- Before and after smoking or vaping;
- When hands are dirty;
- After toilet use;

**If you develop symptoms before the course**

1. Do not come into to the course, please do contact us to make us aware
2. You will need to self-isolate and phone your GP.
3. Do not go to a GP surgery, pharmacy or hospital.
4. The GP will assess you over the phone.
  - If they think you need to be tested for coronavirus, they will arrange a test

**If you develop the symptoms at the course**

Please make us aware

1. We will provide you with a mask that you should wear
2. We will provide you with an area where you will be isolated in the course place  
(Room 102)
3. We will alert all other students that you are isolating
4. We will aid you in calling a doctor and if you are not driving yourself, we will arrange transport to a Medical Center or home
5. We will cordon off the course area and ensure that it is disinfected before the courses are recommenced

**At-risk groups and coronavirus**

You are more at risk of serious illness if you catch coronavirus and you:

- Are 60 years of age and over - people over 75 are particularly vulnerable
- have a long-term medical condition - for example, heart disease, lung disease, diabetes, cancer or high blood pressure
- have a weak immune system (immunosuppressed)

**At Risks persons for Covid-19**

Should you come under the category of being “At Risk” or you have persons at you home which may fall under this category, **Please make us aware,**

For persons “At Risk” we ask:

- **That you reconsider sitting in on this course**

**Your Mental Health**

Students need to be mindful that there are several useful tips that can be adopted to assist in this regard, particularly during these challenging times:

- Stay informed but set limits for news and social media
- Keep up your healthy routines including diet, exercise and sleep
- Keep a physical distance but don't distance yourself. Stay connected
- Don't make assumptions or judge people. As stated previously, We are all in this together

There are many online mental health resources and phone services that can help. The HSE provides online information on their website [www.hse.ie](http://www.hse.ie)

#### Contact Tracing

Contact details for all persons in the center on that given day be made available to the HSE should a learner/tutor or visitor the center be diagnosed with a case of COVID-19

Risk Assessments

How we calculate Risk

Looking at a particular task we are able to identify **HAZARDS** (*How can people get Hurt*)

		Likelihood					
		1 Remote	2 Unlikely	3 Possible	4 Likely	5 Almost Certain	
Consequences	1 Insignificant	1	2	3	4	5	Low Risk
	2 Needs First Aid <i>Couple of hours lost</i>	2	4	6	8	10	
	3 Doctor Attention <i>Couple of days off work</i>	3	6	9	12	15	Medium Risk
	4 Hospitalisation <i>Weeks/Months off work</i>	4	8	12	16	20	
	5 Critical <i>Never again work or death</i>	5	10	15	20	25	High Risk

The matrix then works by selecting the appropriate consequences from across the top, and then cross referencing against the row containing the likelihood, to read off the estimated risk rating.

**LOW RISK:**

Generally acceptable.

**MEDIUM RISK:**

Efforts should be made to mitigate the risk as much as possible, only allowable where the means of controlling the risk is not possible/feasible.

**HIGH RISK:**

Work activities should not be started until the risk has been mitigated.

**MITIGATING THE RISK:**

**CONTROL MEASURES/RULES** must be put in place to reduce the Likelihood and/or the Consequences of the accident/hazards occurring.

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Hazard	Potential to cause harm or injury	Associated risks	L	S	RR	Controls Measures	L	S	RR									
The Spread of COVID-19	Students with symptoms	Students/Public/Family contracting the virus	4	5	20	Self declaration to be completed and submitted before the course Any persons displaying the following symptoms to immediately self-isolate, do not show for the course, and contact their GP: Cough / Shortness of breath / Breathing difficulties / Fever or High Temperature / Any other flu like symptoms. Temperature checks will be in place on entering the venue and any student with a temperature above 38 Deg will be asked to postpone	2	5	10									
	Eating at the course	Students/ Public/Family contracting the virus	3	5	15	Students encouraged to wash their hands before eating. Students encouraged to take breaks in their own vehicles All bars, snacks and sandwiches will be individually wrapped Hand cleaning facilities or hand sanitiser to be available at the entrance, exit and on tables	1	5	5									
	Travel to and from the course	Students/ Public/Family contracting the virus	3	5	15	One person per vehicle where possible unless from the same household Social distancing guidelines <table border="1"> <thead> <tr> <th>No of Seats</th> <th>Max Occupants</th> <th>Seating arrangement</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>1 driver</td> </tr> <tr> <td>5</td> <td>2</td> <td>1 in the driving seat 1 in the far passenger seat</td> </tr> </tbody> </table>	No of Seats	Max Occupants	Seating arrangement	2	1	1 driver	5	2	1 in the driving seat 1 in the far passenger seat	1	5	5
	No of Seats	Max Occupants	Seating arrangement															
2	1	1 driver																
5	2	1 in the driving seat 1 in the far passenger seat																
Completing the course within two meters of each other on site	Students/ Public/Family contracting the virus	3	5	15	Tables laid out to social distancing guidelines Tables cleaned at regular intervals	1	5	5										



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Hazard	Potential to cause harm or injury	Associated risks	L	S	RR	Controls Measures	L	S	RR
	Checking identification of participants	Students/ Public/Family contracting the virus	3	5	15	Students will be asked to leave identification at the top right-hand corner of the table where it will be visually checked at morning break while students are out of the room	1	5	5
	Collecting paperwork from students	Students/ Public/Family contracting the virus	3	5	15	Students asked to complete paperwork and leave at top end of table: <ul style="list-style-type: none"> <li>Application forms to be picked up at break times when students are out of the room</li> <li>Test papers to be left at top end of table where they be collected by tutor</li> </ul> Instructor to clean hands before picking up paperwork	1	5	5
	Students signing the attendance sheet	Students/ Public/Family contracting the virus	3	5	15	<del>Instructor to mark attendance record on behalf of student<sup>1</sup></del> Instructor to place attendance sheet on clipboard and walk to each table where students' signs attendance sheet. Instructor to clean hands beforehand	2	5	10
	Providing refreshments during the course	Students/ Public/Family contracting the virus	3	5	15	Water bottles provided at each table Students directed to Local Shop at break times	1	5	5
	Handwashing in toilets	Students/ Public/Family contracting the virus	3	5	15	Removing existing towels in bathrooms and replace with paper towels Bins to be placed in bathrooms	1	5	5
	Poor hygiene	Students/ Public/Family contracting the virus	4	5	20	C-19 Induction at the start of the course Students asked to: Cover mouth and nose when coughing or sneezing. Don't touch eyes, nose, or mouth with unwashed hands. Put all used tissues into a bin and wash your hands. use hand sanitizer regularly throughout the day. not share objects that touch the mouth (e.g. cups).	1	5	5

<sup>1</sup> As per SOLAS email students must sign attendance sheet

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Hazard	Potential to cause harm or injury	Associated risks	L	S	RR	Controls Measures	L	S	RR
	Sharing of pens and pencils	Students/ Public/Family contracting the virus	5	5	25	Students reminded not to share pens or pencils All frequently touched surfaces to be sanitized frequently. Register of contact surfaces to be compiled to record the following: person's initial, who sanitized, date and time of last cleaning. Communicate induction at start of the course on the risk of COVID-19 and controls to mitigate risk.	2	5	10
	Poor Cleaning	Students/ Public/Family contracting the virus	4	5	20	Cleaner trained for the task Cleaning checklist in place Room only used every second day to allow any virus to die off	1	5	5
	Lack of awareness and management to risk of COVID-19	Students/ Public/Family contracting the virus	4	5	20	Keep the students up to date on latest information on COVID-19. <ul style="list-style-type: none"> <li>• Provide COVID- induction before course</li> <li>• Provide each student with handout</li> </ul> Any concerns are to be communicated to Safe Pass tutor	1	5	5
	Unauthorised entry to the course area by others	Students/ Public/Family contracting the virus	3	5	15	Door closed for course duration	1	5	5
	Noncompliance to risk assessment / the course rules on site	Students/ Public/Family contracting the virus	3	5	15	Any concerns are to be communicated to Safe Pass tutor and disciplinary action taken.	1	5	5
	Students making false declarations	Students/ Public/Family contracting the virus	3	4	12	All learners to complete a second declaration on the morning of the course	1	3	3

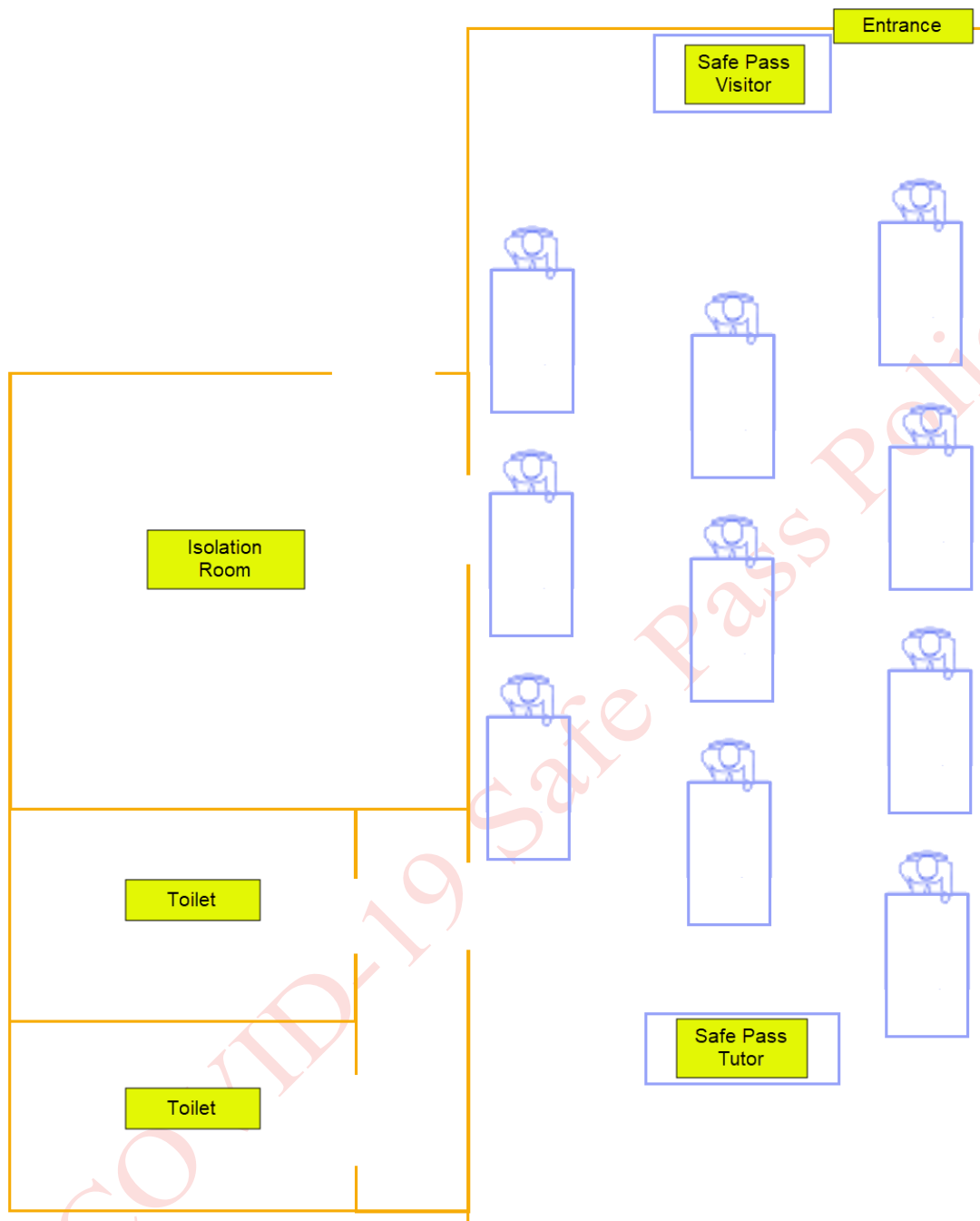
Kinsalebeg Community Centre – Safe Pass Cleaning Sheet

All touch points will be cleaned 4 times a day

<b>Initial each section</b>				
Areas to be cleaned	Before the course	Morning Break	Lunch Break	Afternoon Break
<b>Toilet check list</b>				
Door handles				
Sink and taps				
Toilet cistern, seat and flush handle				
Bins emptied				
<b>Training Room</b>				
Door Handles				
Table Surfaces				
Bins emptied				

Date: \_\_\_\_\_

Kinsalebeg Community Centre Room layout



Typical seating plan



### Emergency response plan

On suspicion of a case of COVID-19 in the group the following actions will apply:

1. Safe Pass course suspended:
  - Other students told to wait for further instructions
  - Other students asked to bring hand sanitizer with them and clean hands outside
  - Other Students informed that the course will be suspended for the day and that they will be informed of a new date ASAP
2. Tutor to wear PPE: Gloves/Mask
3. Tutor to ask student to wear mask
4. Tutor to remove student from classroom and lead them to Isolation Room
  - Contactless thermometer to be used to check student temperature

Student to be checked for some or all of the main symptoms:

- a cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fever (high temperature - 38 degrees Celsius or above) or chills

Other symptoms are fatigue, headaches, sore throat, aches and pains.

5. Tutor to contact local doctor – Tutor and students to follow HSE advice
6. Tutor to ask student if they want tutor to contact somebody on their behalf
7. Tutor waits in the center with student until students leaves the center

## Emergency Contact Details

### Company Address

Southsafe Training & Consultancy

Ballycurrane

Clashmore, Co Waterford

### Telephone Numbers

058 73133 / 087 6864726

### Occupational First Aiders:

Killian Mc Grath

ESB 24hr Emergency Telephone Number 1850 372 999

Caredoc 1850 334 999

Ardmore Health Centre 024-94280

Ambulance 112 or 999

Fire 112 or 999

Gardaí 112 or 999

### Course Location

**Kinsalebeg Community Centre**

**Piltown,**

**Kinsalebeg,**

**Co. Waterford,**

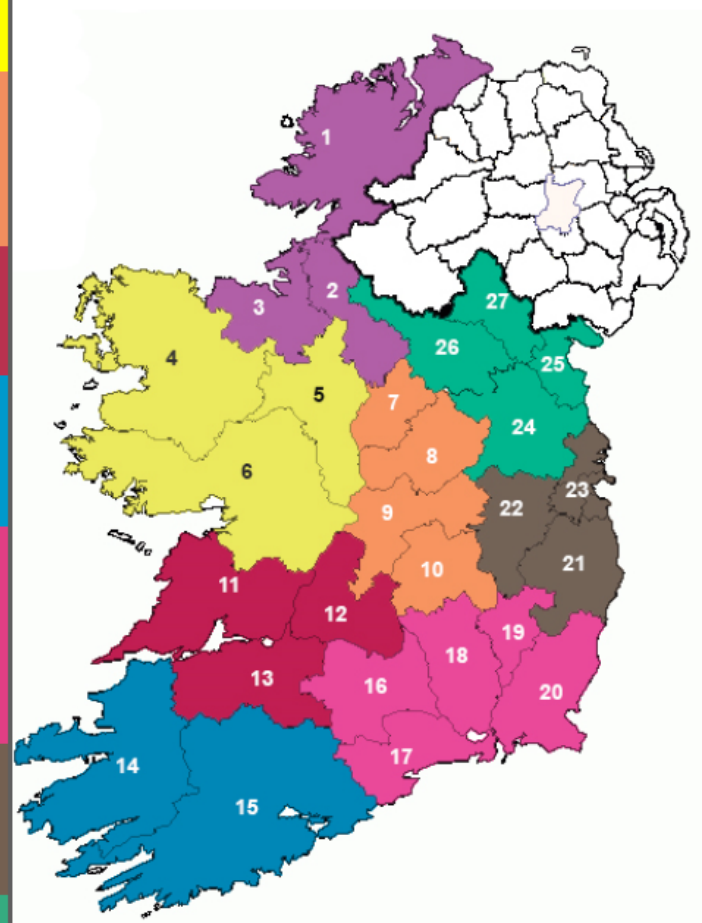
**P36 Y627**

HSE Contact Numbers

North- West	1	Donegal	Department of Public Health, Health Service Executive, Iona House, Upper Main Street, Ballyshannon, Co. Donegal. <b>Tel:</b> (071) 9852900; <b>Fax:</b> (071) 9852901 <b>A/Director of Public Health:</b> Dr Anthony Breslin
	2	Leitrim	
	3	Sligo	
West	4	Mayo	Department of Public Health, Health Service Executive, Merlin Park, Galway <b>Tel:</b> (091) 775200; <b>Fax:</b> (091) 758283 <b>Email:</b> public.health@hse.ie <b>A/Director of Public Health:</b> Dr Breda Smyth
	5	Roscommon	
	6	Galway	
Midlands	7	Longford	Department of Public Health, Health Service Executive, HSE Area Office, Arden Road, Tullamore, Co. Offaly. <b>Tel:</b> (057) 9359891; <b>Fax:</b> (057) 9359906; <b>ID Fax:</b> (057) 9359907 <b>Email:</b> public-health@hse.ie <b>Director of Public Health:</b> Dr Phil Jennings
	8	Westmeath	
	9	Offaly	
	10	Laois	
Mid-West	11	Clare	Department of Public Health, Health Service Executive, Mount Kennett House, Henry Street, Limerick <b>Tel:</b> (061) 483337; <b>Fax:</b> (061) 464205 <b>Director of Public Health:</b> Dr Mai Mannix
	12	Tipperary - North	
	13	Limerick	
South	14	Kerry	Department of Public Health, Health Service Executive, Floor 2 - Block 8, St. Finbarr's Hospital, Douglas Road, Cork <b>Tel:</b> (021) 4927601; <b>Fax:</b> (021) 4923257 <b>ID Fax Cork:</b> (021) 4923257; <b>ID Fax Kerry:</b> (066) 7184542 <b>Email:</b> dph@hse.ie <b>Director of Public Health:</b> Dr Augustine Pereira
	15	Cork	
South-East	16	Tipperary - South	Department of Public Health, Health Service Executive, Dublin Road, Lacken, Kilkenny <b>Tel:</b> (056) 7784124; <b>Fax:</b> (056) 7784393; <b>ID Fax:</b> (056) 7784599 <b>A/Director of Public Health:</b> Dr John Cuddihy
	17	Waterford	
	18	Kilkenny	
	19	Carlow	
East	20	Wexford	Department of Public Health, Health Service Executive, Dr. Steevens' Hospital, Dublin 8. <b>Tel:</b> Main Switch (01) 6352000; <b>ID Notifications:</b> 01 6352145 <b>Fax:</b> (01) 6352103 <b>Email:</b> dph.east@hse.ie <b>Director of Public Health:</b> Dr Deirdre Mullholland
	21	Wicklow	
	22	Kildare	
	23	Dublin	
North-East	24	Meath	Department of Public Health, Health Service Executive Railway Street, Navan, Co. Meath <b>Tel:</b> (046) 9076412; <b>Fax:</b> (046) 9072325 <b>A/Director of Public Health:</b> Dr Kevin Kelleher
	25	Louth	
	26	Cavan	
	27	Monaghan	



Departments of Public Health



June 2019



COVID-19 Pre-return to work

**To be returned to Southsafe Training & Consultancy at least five days before the course date**

In the interests of safety of the people of this site, their families and the community, We ask that you complete the following questionnaire /self-declaration. Your co-operation and support are appreciated.

If Yes is the answer to any of Questions below, you are strongly advised to follow the medical advice you receive or seek medical advice before returning to work

Question	Yes	No
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time?		
Have you been advised by a doctor to cocoon at this time?		

I confirm that I have responded to the questions above truthfully based on my current condition

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**If you develop any of the above symptoms before attending the course or have reason to suspect you have had close contact with an Covid-19 infected person, then you are to stay at home, inform us and to call your doctor’.**

## Online COVID-19 Pre-return to work

An online version of the above form is available to completed on phone/laptop at <https://www.southsafe.ie/covid-19-pre-return-to-work/>

### Safe Pass COVID-19 Pre-return to Work Declaration.

In the interests of safety of the people attending the Safe Pass course, their families and the community, We ask that you complete the following questionnaire /self-declaration. Your co-operation and support are appreciated.

If YES is the answer to any of Questions below, then you are strongly advised to seek medical advice and unfortunately you cannot attend safe pass training at this time.

Please answer all the questions below

Question:

Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?

Question:

Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?

Question:

Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?

Question:

Have you been advised by a doctor to self-isolate at this time?

Question:

Have you been advised by a doctor to cocoon at this time?

I declare that the information I have provided in this form is accurate to the best of my knowledge. If you develop any of the above symptoms before attending the course or have reason to suspect you have had close contact with an Covid-19 infected person, then you are to stay at home, inform us and to call your doctor.

I agree (required)

Your Name (required)

Your Email (required) *we will email you a copy of this completed form*

Please sign using a stylus, your mouse, or your finger below to validate this declaration.

CLEAR

## Safe Pass Morning Declaration

### COVID-19 Pre-return to work To be completed on the morning of the Safe Pass course

In the interests of safety of the people in the Safe Pass course, their families and the community, We ask that you complete the following questionnaire /self-declaration. Your co-operation and support are appreciated.

Question	Yes	No
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time?		
Have you been advised by a doctor to cocoon at this time?		
Are you awaiting a test result for COVID-19		

I confirm that I have responded to the questions above truthfully based on my current condition

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_