

## COVID-19 Return to Work Safely Protocol – Employer Checklist No. 1

### Planning and Preparing

These checklists have been prepared to help owners and managers to get their business up and running again in a way that will help prevent the spread of Covid-19. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No	Control	Yes/No	Action needed
1.	Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice?		
2.	Have you prepared / revised your business COVID-19 response plan?		
3.	Have you a system in place to provide your workers with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them?		
4.	Have you consulted with your workers <sup>1</sup> on measures, provided a system for workers to raise issues or concerns and to have them responded to?		
5.	Have you identified the control measures you will need to put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)		
6.	Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19?		
7.	Have you updated your emergency plans, in particular to take account of physical distancing?		
8.	Have you sent each worker a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? (See template Return-to-Work form )		
9.	Have you sent each worker information on the <a href="#">HSE guidance on people most at-risk</a> and asked them to tell you if they fall into any of these categories?		
10.	Have you assessed who can do their work from home and given them the facility to do so, in particular at-risk or vulnerable workers?		
11.	Have you told workers they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?		
12.	Have you appointed and trained a Worker Representative to help advise workers and to monitor compliance with COVID-19 control measures in the workplace?		
13.	Have you agreed with workers <sup>1</sup> about any adjustment of staff rosters, organising of teams, breaks etc. needed to reduce the number of people in the workplace at any one time and to maintain physical distancing?		
14.	Have you updated your workplace induction / familiarisation training to include all information relating to COVID-19? (See Checklist No. 3)		
15.	Have you organised to carry out meetings, training and information sessions online or by phone as far as possible?		

<sup>1</sup> and Trade Unions were applicable

16.	Have you identified the activities that involve interacting with customers / visitors and put in place measures to prevent physical contact, as far as possible?		
17.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?		
18.	Have you stopped all non-essential business / work travel?		
19.	Are the number of workers sharing a vehicle kept to a minimum, are face coverings provided and are workers informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift?		
20.	Have you advised workers to clean their hands before and after using public transport before arriving to work?		
21.	Have you set up workstations, desks and tables to help with physical distancing?		
22.	Have you put in place supports for workers who may be suffering from anxiety or stress and told your staff about these supports?		
	<b>Personal Protective Equipment (PPE)</b>		
23.	Have you identified, selected and sourced the PPE needed for your workers and arranged enough supplies of it?		
24.	Have you arranged to train your workers in the proper fitting, use, removal, cleaning, storing and disposal of PPE?		
25.	Have your first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks?		
26.	If you have mechanical ventilation does it need cleaning or maintenance before the workplace reopens?		
27.	Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire's Disease?		
28.	Have you lifting or other equipment (e.g. lifts, forklifts, tail-lifts, autoclaves, etc.) due a statutory examination and have you arranged for a competent person to do this before the workplace reopens? (See <a href="#">HSA FAQ's</a> )		
29.	Has this competent person provided you with details of how they plan to do this task safely and what they require from you to do so?		
30.	Have you visually checked, or had someone check, all vehicles and equipment in the workplace for signs of deterioration or damage before workers use it again?		
31.	Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned?		
	<b>Additional Information</b>		

**Name.....Signature.....Date.....**

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## COVID-19 Return to Work Safely Protocol - Employer Checklist No.2

### Control Measures

These checklists have been prepared to help employers, 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 control measures, you can help to protect your workers. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No	Topic	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/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</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 wash/bathrooms</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. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser?		
	<b>Hand sanitising</b>		
4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?		
5.	Are there stations at entry/exit points to the workplace?		
6.	Are there stations in areas that have high touchpoints or high footfall?		
	<b>Employee awareness around hand hygiene in the workplace</b>		
7.	Have you informed workers about the importance of hand washing?		
8.	Have you trained/shown workers <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly? (HSE video resource available)		
9.	Have you shown workers how to use hand sanitiser correctly and where hand-sanitising stations are located?		
10.	Have you <a href="#">displayed posters</a> on how to wash hands correctly in appropriate locations?		
11.	Have you told workers and others when they need to wash their hands? This includes: <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> </ul>		

	<ul style="list-style-type: none"> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
12.	Have you provided facilities for outdoor workers to frequently practice hand hygiene?		
13.	Have you provided workers with hand sanitiser for use in work vehicles?		
	<b>Respiratory hygiene</b>		
14.	Have you told workers of good respiratory measures to limit the spread of the virus: <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered bin</li> </ul>		
15.	Have you made tissues available to workers and covered bins or bin bags for their safe disposal?		
16.	Is there a system in place to regularly empty bins so they don't over fill?		
	<b>Physical Distancing – staying 2 metres apart</b>		
17.	Have you looked at how you can change the layout of your workplace to allow for physical distancing?		
18.	Have you a system to regularly remind workers to stay 2 metres apart?		
19.	Have you identified the activities that involve interacting with customers, visitors and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible?		
20.	Can you rearrange working times and shifts to minimise the number of people at work together?		
21.	Can you rearrange 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 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.	Where workers are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the <a href="#">Return to Work Safely Protocol (Pg.18)</a> ?		
27.	Have you reduced the number of people working in enclosed spaces by: <ul style="list-style-type: none"> <li>• facilitating working from home</li> </ul>		

	<ul style="list-style-type: none"> <li>• reducing the number of work tasks</li> <li>• postponing non-essential work</li> <li>• modifying work tasks?</li> </ul>		
28.	Have you put floor markings in place to remind everyone in the workplace of the 2 metre physical distance required?		
29.	<p>If it is not possible to ensure a 2 metre physical distance between workers, have you put in place alternative measures:</p> <ul style="list-style-type: none"> <li>• installed physical barriers, such as clear plastic sneeze guards between workers</li> <li>• to maintain at least a distance of 1 metre or as much distance as is practical</li> <li>• to minimise any direct worker close contact</li> <li>• to provide hand washing or hand sanitising aids nearby, so that hands can be cleaned as soon as the task is complete</li> <li>• made face masks available to workers in line with Public Health advice and ensuring that masks are clean and not shared or handled by other workers.</li> </ul> <p><b>Note:</b> wearing face masks is not a substitute for other measures outlined above.</p>		
30.	Have you staggered entry into the workplace including the entry of customers or clients?		
	<b>Minimising Contact</b>		
31.	Have you minimised the need for business trips or for workers to gather for meetings and interactions e.g. by making available technology for online or phone meetings?		
32.	If workers have to meet, do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible?		
33.	Have you put in place a system that eliminates or reduces the need for workers to travel together in vehicles?		
34.	In the case where vehicles must be shared, have you told workers to sit as far apart as possible, to wear face coverings, and to clean the frequently touched surfaces in the vehicle as a minimum at the start and end of each shift?		
35.	Have you advised workers to travel alone if using their cars for work?		
36.	Have you told workers to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?		
	<b>Personal Protective Equipment (PPE) [Guidance open to change]</b>		
37.	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.		

38.	Has the correct PPE been identified based on the hazard and worker work activity?		
39.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?		
40.	Have you trained workers in the correct fitting, use, removal, cleaning, storing and disposal of PPE?		
41.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?		
	<b>At Risk Groups</b>		
42.	Have you determined which, if any of your workers are at higher risk from COVID-19? Check out <a href="#">HSE At Risk groups</a> .		
43.	Have you enabled at risk or vulnerable workers to work from home where possible?		
44.	Have you enabled at risk workers to maintain a physical distance of 2 metres?		
	<b>Changes to Work Practices</b>		
45.	Have you considered other changes to work practices to minimise the spread of COVID-19?		
46.	Have you arranged for safe delivery of goods to the workplace?		
	<b>Visiting Contractors / Workers</b>		
47.	Are there arrangements in place to inform other workers, contractors or visitors of the workplace measures to help prevent the spread of infection?		
48.	Is there a system for recording visits to the site/workplace by workers and others, as well as visits by workers to other sites? (COVID-19 Contact log)		
	<b>Additional Information</b>		

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## COVID-19 Return to Work Safely Protocol – Employer Checklist No. 3

### Induction / Familiarisation

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. The usual induction, or workplace familiarisation, for new employees will have to be revised to include measures to help prevent the spread of the virus. All workers must be brought through this COVID induction before starting back to work.

	Control	Yes	No	Action needed
1.	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to workers?			
2.	Have you a completed COVID-19 return-to-work form for each worker at the induction? (See template Return-to-Work form)			
3.	Have you covered the <a href="#">signs and symptoms of COVID-19</a> ?			
4.	Have you explained to workers <a href="#">how the virus is spread</a> ?			
5.	Have you covered the control measures you have put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)			
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to workers?			
7.	Have you given workers information on <a href="#">At Risk Groups</a> and asked them to let you know privately if they fall into any of these categories?			
8.	Have you told workers they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?			
9.	Have you told workers what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? (See Checklist No. 4)			
10.	Have you told workers of the purpose of the COVID-19 contact log in the workplace?			
11.	Have you covered any relevant changes in your business COVID-19 response plan? (See template COVID-19 Response Plan)			
12.	Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?			
13.	Have you included information on changes to your emergency plans?			
14.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?			
15.	Have you identified the Worker Representative(s) to all workers and explained what their purpose is?			
16.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc ?			
17.	Have you told workers to wash their hands before leaving home and on arrival in the workplace, and at <a href="#">regular intervals throughout the day</a> (Pg.16)?			

18.	Have you explained the importance of workers avoiding touching their faces?			
19.	Have you explained the need for workers to avoid physical contact with colleagues, customers or visitors?			
20.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.?			
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?			
22.	Have you provided each worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?			
23.	Have you advised workers of the public health recommendation to use a face covering on public transport?			
24.	Have you advised workers to reduce work-related travel as far as possible and provided means for them to have meeting in other ways e.g. phone/ online rather than in person?			
25.	Have you advised workers to travel alone if using their cars for work?			
26.	Have you advised workers who have to share a vehicle to wear a face covering and to clean the vehicle's frequently touched surfaces at the start and end of each shift?			
27.	Have you told workers about the supports available to them if they are feeling anxious or stressed?			
28.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
29.	Have you a system that allows your workers to raise issues or concerns and have these responded to?			
	<b>Additional Information</b>			

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**COVID-19 Return to Work Protocol – Employer Checklist No. 4**  
**Dealing with a Suspected Case of Covid-19**

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No	Control	Yes/No	Action needed
	<b>Procedures and Information</b>		
1.	Have you a system in place to identify and isolate workers or others who start to display symptoms of COVID-19 in the workplace?		
2.	Have you a COVID-19 contact / group work log in place to facilitate contact tracing?		
3.	Have you informed workers of the purpose of the log?		
4.	Have you consulted with workers <sup>2</sup> on the purpose of the isolation procedure and when it should be used?		
5.	Have you displayed the COVID-19 posters in suitable locations highlighting the <a href="#">signs and symptoms of COVID-19</a> ?		
	<b>Instructions if a person(s) develops signs and symptoms of COVID-19 at work</b>		
6.	Have you instructed your workers about what they need to do if they develop signs and symptoms at work?		
7.	Have you provided your workers with up to date public health information on COVID-19 issued by the <a href="#">HSE</a> , <a href="#">HPSC</a> and <a href="#">GOV.ie</a> ?		
	<b>Reporting</b>		
8.	Have you made your workers aware of reporting procedures if they develop signs and symptoms at work for COVID-19?		
	<b>Response team</b>		
9.	Have you appointed a manager to deal with any suspected case of COVID-19?		
10.	Have you allocated workers to support a response team(s) to deal with a suspected case of COVID-19 in the workplace and trained this team in what actions to take?		
	<b>Isolation area(s)</b>		
11.	Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19?		
12.	Is this isolation area accessible, including to workers with disabilities?		
13.	Is the route to the isolation area accessible?		
14.	Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. If more than one person is displaying		

<sup>2</sup> and Trade Unions were applicable

	signs and symptoms of COVID-19, are there additional isolation areas?		
15.	<p>Are the following available in the isolation area(s)?</p> <ul style="list-style-type: none"> <li>• ventilation, e.g. fresh air ventilation/ability to open a window</li> <li>• tissues</li> <li>• hand sanitiser</li> <li>• disinfectant and/or wipes</li> <li>• gloves, masks</li> <li>• waste bags</li> <li>• pedal-operated, closed bin</li> </ul>		
	<b>Isolating a person(s) displaying COVID-19 symptoms</b>		
16.	Are procedures in place for the manager or a member of the isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them?		
17.	Is the manager and response team familiar with this procedure?		
18.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?		
19.	Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building?		
	<b>Arranging for the person to leave workplace/Exit Strategy</b>		
20.	Have you established, by asking them, if the affected person feels well enough to travel home?		
21.	If the affected person considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home?		
22.	If the affected person feels unable to go home, has the manager/isolation team let them remain in isolation, and enabled them to call their GP?		
23.	Has the affected person been advised to avoid touching other people, surfaces and objects?		
24.	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?		
25.	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?		
26.	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?		
27.	Has the affected person been advised they must not use public transport?		
28.	Has the affected person been advised to continue wearing the face mask until they reach home?		
	<b>Follow-up</b>		

29.	Have you carried out an assessment of the incident to identify any follow-up actions needed?		
30.	Are you available to provide advice and assistance if contacted by the HSE?		
	<b>Disinfection</b>		
31.	Have you taken the isolation area and any work areas where the person was involved out-of-use until cleaned and disinfected?		
32.	Have you arranged for cleaning and disinfection of the isolation area and any work areas involved, at least one hour after the affected person has left the building?		
33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?		
	<b>Additional Information</b>		

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## COVID-19 Return to Work Safely Protocol - Employer Checklist No.5

### Cleaning and Disinfection

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. This checklist will help you to put additional cleaning and disinfection measures in place at your workplace.

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

No.	Topic	Yes/No	Action Required
1.	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?		
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?		
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?		
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example <ul style="list-style-type: none"> <li>• table tops and desks</li> <li>• door handles and light switches</li> <li>• toilets and toilet doors, taps</li> <li>• remote controls</li> <li>• kettles, coffee machines, toasters, microwave, fridge handles</li> <li>• kitchen surfaces and cupboard handles?</li> </ul>		
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?		
6.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?		
7.	Have you provided workers with cleaning materials such as disinfectant or wipes to keep their own workspace clean?		
8.	Have you told workers what they need to do to keep their own workspace clean?		
9.	Workers are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have you told workers to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?		
10.	Have no-touch bins been provided, where practical?		
11.	Have arrangements been made for the regular and safe emptying of bins?		
12.	Have you sufficient cleaning materials available to allow for increased cleaning?		
13.	Have cleaning staff been trained in the new cleaning arrangements?		
14.	Have staff been instructed to read and follow instructions on the product label/ Safety Data Sheet for any cleaning product(s) before use and that where relevant appropriate PPE is worn by cleaners?		

15.	If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?		
16.	Is there is system in place for the disposable of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.		
17.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		
18.	Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?		
	<b>Additional Information</b>		

**Name**.....**Signature**.....**Date**.....

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## COVID-19 Return to Work Safely Protocol - Checklist No. 6

### Workers

This checklist has been developed to help inform workers about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and workers must work together to protect everyone at the workplace. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to work?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
4.	Do you know <a href="#">how the virus is spread</a> ?		
5.	Have you completed COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
6.	Have you told your employer if you fall into any of the <a href="#">at-risk categories</a> ?		
7.	Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) ?		
8.	Did your employer consult <sup>3</sup> with you when putting these control measures in place?		
9.	Have you co-operated with your employer to make sure these control measures are maintained?		
10.	Do you know who your Worker Representative is and how to contact him / her?		
11.	Do you know how to contact your Worker Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> </ul>		

<sup>3</sup> And Trade Union if applicable

	<ul style="list-style-type: none"> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
15.	Do you know where your nearest hand washing / hand sanitising stations are?		
16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?		
18.	Do you know to avoid any physical contact with colleagues, customers or visitors?		
19.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See Checklist No. 4)		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?		
22.	Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19??		
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19?		
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
25.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
28.	Can you avoid work-related travel as far as possible and are you able to conduct meetings with colleagues / clients / customers in other forms e.g. phone, online rather than in person?		
29.	If using your own car for work, will you travel alone?		

30.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		
31.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
32.	Do you know what supports are available to you if you are feeling anxious or stressed?		
	<b>Additional Information</b>		

**Name**.....**Signature**.....**Date**.....

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## COVID-19 Return to Work Safely Protocol - Checklist No. 7

### Worker Representative

This checklist has been developed to help those selected as a Workplace Representative understand their role in helping to help prevent the spread of COVID-19 in their workplace and in the community. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

	Control	Yes / No	Action needed
1.	Have you agreed with your employer or manager to act as a Worker Representative for your workplace or work area?		
2.	Have you been provided with information and training in relation to the role of Worker Representative?		
4.	Are you keeping up to date with the latest COVID-19 advice from Government?		
5.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
6.	Do you know <a href="#">how the virus is spread</a> ?		
7.	Do you know how to help prevent the spread of COVID-19?		
8.	Have you been brought through an induction before returning to your workplace?		
9.	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?		
10.	Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
11.	Are you aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)		
12.	Did your employer consult with you when putting control measures in place?		
13.	Have you a means of regular communication with your employer or manager?		
14.	Are you co-operating with your employer to make sure these control measures are maintained?		
15.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)		
16.	Have you been asked to walk around your workplace / work area daily and check that the control measures are in place and are being maintained? (Using Checklist No.2)		
17.	Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?		
18.	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?		
19.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?		

20.	Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4)		
21.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?		
22.	Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?		
23.	Are you helping in maintaining the worker contact log?		
25.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?		
26.	Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have?		
27.	Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker who raised the issue?		
28.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers?		
	<b>Additional Information</b>		

**Name.....Signature.....Date.....**

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