



RCB COVID-19 Work Safely Protocols

Re-Induction/Familiarisation

As we return to work in Church House/the Library on a phased basis during the Transition Phase of the RCB Return to Work Safely Strategy, we will find a different environment. Physical changes have been made – Plexiglass screens in open areas; one-way systems; additional hand-sanitising facilities and other sanitation supplies.

Changes will also be required in our behaviour and how we go about our day-to-day work – the wearing of masks in public areas; keeping 2m distance from our colleagues; the cleaning and sanitising of our hands and workstations **ON ARRIVAL TO WORK AND AT REGULAR INTERVALS DURING THE DAY.**

There will also be changes to long established Office Policies to take account of the new reality. All of this places a burden of responsibility on each and every one of us to **KEEP THE WHOLE TEAM SAFE!**

This re-induction document (in 20 sections) outlines these changes and how they affect us all. It forms part of a suite of information that can be found on the “Staff Only” section of the Church of Ireland website www.ireland.anglican.org/TheReturn and provides the necessary guidance and tools to help you transition into the new reality and comprises various documents including staff policies, the RCB’s COVID-19 Response Plan, miscellaneous forms, videos, and live links to government websites and other useful information.

1. What YOU Must Do

It is a requirement of the Work Safely Protocol to confirm in writing to your Senior Manager/Head of Department that you have read or viewed all of the information below. You must also complete and sign the **Return to Work Form** to confirm that you do not have or have not been in close contact with a person who has tested positive for COVID-19 in the last 14 days. In addition you will need to complete and sign the **Re-Induction Confirmation Form**, and return both to your Senior Manager/Head of Department 3 days prior to returning to Church of Ireland House/the Library.

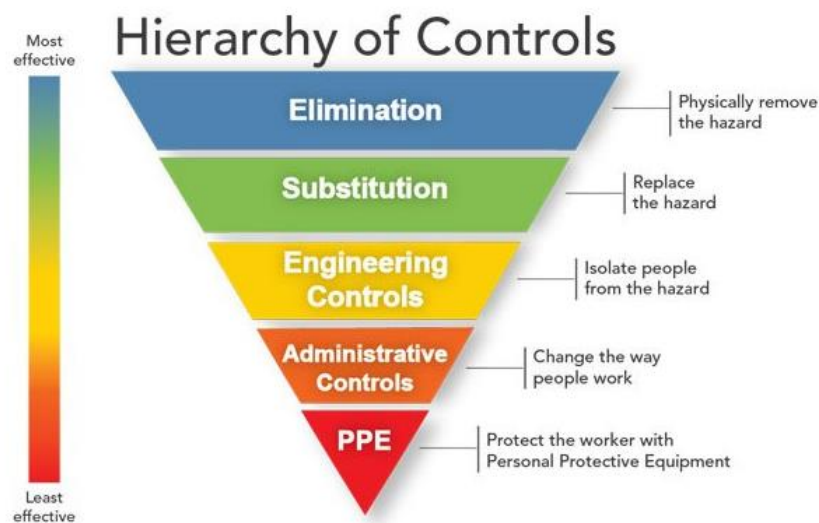
Return to Work Form
Re-Induction Confirmation Form
Re-Induction/Familiarisation Document
RCB COVID-19 Response Plan
How to Wash Your Hands Video
Re-Induction Video
Visitor Policy

2. What WE ARE Collectively Doing to Minimise the Risk of Exposure

The Hierarchy of Controls

The Hierarchy of Controls is a basic concept of workplace health and safety. It ranks different methods of controlling hazards according to their effectiveness. It is often represented as an inverted pyramid with the most effective method at the top. The method with the least impact is placed at the bottom. These controls are most successful when used in combination.

Hierarchy of Control: The Triangle



Using this concept, the RCB in conjunction with the COVID-19 Coordination Group have put the following controls in place for the health and safety of everyone:

- **Elimination or Substitution** – these are the most effective controls by either removing the hazard or by replacing it with a safer alternative, but unfortunately this is not an option in the case of an intangible hazard like COVID-19.
- **Engineering Controls** – these are controls that modify the workplace to reduce the risk of transmission by forcing social distancing.

They include the installation of Plexiglass screens around desks in the open plan offices, at the Reception desks, in Church House canteen, and in the Library reading rooms; the replacement of hand basins in the bathrooms with mixer/lever taps so that handwashing is safer than with the separate hot and cold taps; the reduction of capacity in the boardrooms and Library reading rooms; the introduction of one-way systems for entering and leaving Church House and the Library, and the Church House canteen; the installation of extra hand sanitising units and the provision of gloves, face masks and hand gel on every desk together with materials for sanitising personal workstations and other frequently-touched areas such as printers, scanners, door handles, light switches, strong-room facilities and keys in the Library; and an intensive cleaning regime as directed by the Health and Safety Authority.

- **Administrative Controls** – this group of controls affects how people work and includes policies and procedures to ensure workplace safety.

For example, the necessity to keep workstations clear and sanitised by making sure there is no clutter left on or around them when a person leaves the office and sanitising them regularly throughout the day. The installation of signage throughout Church House/the Library and the need to have re-induction training and the completion of the Return-to-Work form. Other procedures include all staff entering and leaving by the back door and signing in with a time of arrival and departure noted. In addition, staff attendance at Church House/Library will be coordinated and scheduled, and visitors will be expected to adhere to a visitor policy.

- **Personal Protective Equipment (PPE)** – this is the least effective control and must be used in conjunction with the other controls in order to be effective. A typical example is the proper use of face coverings, which will NOT BE AS EFFECTIVE if hand hygiene, respiratory etiquette and social distancing were not practiced.

These measures are under constant review and will be revised as required to be in accordance with government guidelines and advice, and in accordance with the RCB COVID-19 Transition Strategy.

3. Signs & Symptoms of Covid-19 and How It Spreads

WHAT is COVID-19 - The virus which causes COVID-19 is called severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) and belongs to the broad family of viruses known as coronaviruses. Viruses are also known as biological agents which means they are classified into four risk groups according to their level of risk of infection – such factors as infection and mortality rates, vulnerable age groups, individual vulnerabilities and severity of symptoms experienced by age-related cohorts are used to establish the level of risk.

COVID-19 (SARS-CoV-2) has been classified by the European Commission as a **risk group 3 biological agent** which can cause severe human disease and presents a serious hazard to employees and which may present a risk of spreading to the community, though there is usually effective prophylaxis or treatment available. It is the **second-highest rating of biological risk** – 1 being the lowest and 4 being the highest.

SYMPTOMS of COVID-19 - Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. Symptoms can be similar to that of a cold or flu.

- **Common symptoms of COVID-19 include:**
 - A fever (high temperature - 38 degrees Celsius or above).
 - A cough - this can be any kind of cough, not just dry.
 - Shortness of breath or breathing difficulties.
 - Loss or change to your sense of smell or taste.

Some people infected with the virus, so-called asymptomatic cases, have experienced no symptoms at all.

INCUBATION PERIOD - Current estimates suggest that the time between exposure to the virus and developing symptoms (incubation period) is from five to six days but can range from 1 to 14 days.

TRANSMISSION - Primarily through respiratory droplets generated by:

- Coughing
- Sneezing
- Speaking/singing/shouting
- Touching of contaminated surfaces

Individuals are considered most infectious while they have symptoms but the degree of infectiousness depends on the severity of their symptoms and stage of their illness. Current evidence suggests that COVID-19 can be transmitted from pre-symptomatic or asymptomatic individuals.

Peak levels of viral loads are detected around the time of symptom onset. In general, the virus remains detectable in respiratory secretions for up to eight days in moderate cases and longer in severe cases of COVID-19. It has also been detected in faeces, urine, blood and saliva samples from infected individuals although it is not clear that these represent a significant transmission risk.

VIRUS SURVIVAL in the ENVIRONMENT - The SARS-CoV-2 (COVID-19) virus has an outer coating called a lipid envelope. The presence of this lipid envelope means that virus is likely to survive for shorter periods outside the human body compared to a non-enveloped virus like Norovirus (winter vomiting virus) and is easily killed by common household cleaning products including bleach and disinfectants. It is also broken down by the action of soap and water.

Survival on environmental surfaces depends on the type of surface and the environmental conditions but declines very quickly over the time period.

- **Up to 72 hours on plastic and stainless steel**
- **Less than 4 hours on copper**
- **Less than 24 hours on cardboard**

Comparison of Symptoms for Coronavirus, Flu & Cold

Symptoms	<i>Coronavirus</i> Symptoms range from mild to severe	<i>Flu</i> Abrupt onset of symptoms	<i>Cold</i> Gradual onset of symptoms
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Lost or changed sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

To help minimise the risk of the spread of COVID-19, each staff member has been provided with a personal supply of disposable masks and gloves, hand sanitising gel and tissues.

4. At Risk Groups

COVID-19 does not discriminate as to who it affects. However, if infected there are two groups of people in the community who are at greater risk of having severe symptoms and/or serious side-effects or complications, even death, as a result of being infected with COVID-19. These two groups are categorised as being **Very High Risk** (extremely vulnerable) who should exercise judgement as to how they engage with others and activities outside the home and adhere to the specific guidance provided by the Government; and those who are **High Risk**. The tables below give a list of the people who fall into the two categories together with direct links to the HSE website which has advice on what to do if the person has the particular condition. Finally, the last part of this section advises RCB staff what they need to do if the fall into one of these categories.

VERY HIGH RISK GROUPS (EXTREMELY VULNERABLE)

These people should exercise judgement as to their interactions with others & adhere to the current specific guidance provided

Are over 70 years of age - even if you're fit and well	Are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
Have had an organ transplant	Have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
Are undergoing active chemotherapy for cancer	Severe respiratory conditions including cystic fibrosis, Alpha-1 antitrypsin deficiency , severe asthma , pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
Are having radical radiotherapy for lung cancer	Have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
Have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment	Are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
Are having immunotherapy or other continuing antibody treatments for cancer	Have a serious heart condition and you're pregnant

HIGH RISK GROUPS

Are over 60 years of age	Have a weak immune system (immunosuppressed)
Have a learning disability	Have cerebrovascular disease
Have a lung condition that's not severe (such as asthma , COPD , emphysema or bronchitis)	Have a condition affecting your brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis, or cerebral palsy)
Have heart disease (such as heart failure)	Have a problem with your spleen or have had your spleen removed

Have high blood pressure (hypertension)	Have a condition that means you have a high risk of getting infections (such as HIV, lupus or scleroderma)
Have diabetes	Are taking medicine that can affect your immune system (such as low doses of steroids)
Have chronic kidney disease	Have obesity
Have liver disease (such as hepatitis)	Are residents of nursing homes and other long-stay settings
Have a medical condition that can affect your breathing	Are in specialist disability care and are over 50 years of age or have an underlying health problem
Have cancer	

WHAT TO DO IF YOU'RE AT HIGH RISK

Take extra care to follow the advice on how to protect yourself from coronavirus. This means:

Staying at home as much as possible

Practising [social distancing](#)

Limiting your social interactions to a very small network for short periods of time

[Washing your hands regularly and properly](#)

You do not need to [self-isolate](#) unless you have [symptoms of coronavirus](#).

You should work from home if you are at high risk from coronavirus. If you cannot work from home and you have to go to your workplace, take extra care to:
practice social distancing where possible & wash your hands regularly and properly

Ask the people in your life to take extra care to [protect you from coronavirus](#).

(Above information is taken from <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html> and may be updated by the HSE.)

If a staff member considers that they fall into one of the above groups, please contact your Senior Manager/Head of Department in confidence so that arrangements can be made to make accommodations for your work if necessary.

5. What to Do if Someone Develops COVID-19 Symptoms at Work

- You should phone your Senior Manager/Head of Department or, if they are not in the office, phone Reception and ask them to inform the Duty COVID Manager
- If you have not travelled to work by public transport, and you feel it is safe to do so, you should put on a face covering and return home immediately. Once you reach home you should contact your GP for medical advice.
- If you have travelled to work by public transport (**YOU CANNOT return home by PUBLIC TRANSPORT**), or if you do not feel well enough to return home on your own, you should put on a face covering and go immediately to the **ISOLATION ROOM**. In **Church of Ireland House** this is the **Meeting Room on the First Floor**. In the **Library** this is the **room beside the Conference Room**. You **MUST** wear a mask as you pass through public areas on the way there, ensuring that 2m physical distancing from other staff is maintained at all times, and, when you get there call your GP.
- Once there you should contact the COVID Duty Manager to discuss arrangements to get you home such as calling your nominated person to come and collect you or to get you to a hospital, as appropriate.
- Your symptoms must be reported to the COVID Duty Manager, whose name will be available from Reception in Church of Ireland House or by the senior staff member on duty in the Library, so that a written assessment of the incident can be undertaken by the duty manager.
- The affected person should be advised to cover their mouth and nose with the disposable tissues provided when they cough or sneeze, and to put the tissue in the waste bag provided. They should also be advised to wear a mask until reaching home.
- Follow-up actions, such as notifying any staff who may have come into contact with the affected person, will be undertaken.
- The isolation area and any work areas where the person was involved, should be taken out of use until cleaned and disinfected.

6. Staying at Home if Sick or Having Symptoms & Your Entitlements

- If a staff member is absent from Church of Ireland House/the Library due to confirmed or suspected exposure to COVID-19 they must not return to the office until they have received medical advice that it is safe for them to do so. The staff member must contact their Senior Manager/Head of Department and obtain their approval before returning to the workplace. The RCB reserves the right to ask for a medical certificate in such cases.
- The usual sick leave entitlements will apply in such cases. Staff who are required by government guidelines to self-isolate or restrict their movements should inform their Senior Manager/Head of Department as soon as they become aware of this requirement and should not return to the office until they have received medical advice that it is safe to do so. The RCB reserves the right to ask for a medical certificate in such cases.
- Unless the staff member is actually ill, absence from the office for these reasons is not considered sick leave as the person will be expected to work from home wherever possible.
<https://www.gov.ie/en/service/df55ae-how-to-apply-for-illness-benefit-for-covid-19-absences/>

7. Hand Hygiene – Why, How, When & Where

The WHY – Cleaning and washing your hands helps you to avoid and helps in the prevention of the spread of colds and flu, as well as that of COVID-19.

The HOW - Use soap and water or alcohol hand sanitiser to clean your hands regularly. Before you proceed to your desk, on arrival at Church House/the Library

- **With alcohol gel or rub -**
 1. Follow directions on the bottle for how much of the product to use.
 2. Rub hands together and then rub all over the top of your hands, in between your fingers and the area under the fingernails.
 3. Continue rubbing until your hands are dry.
 4. You should not rinse your hands with water or dry them with a towel.

- **With soap and water -**
 1. Wet your hands with warm water. Apply a small amount of soap onto your hands.
 2. Rub your hands together until soap forms a lather and then rub all over the top of your hands, in between your fingers and the area around and under the fingernails.
 3. Continue rubbing your hands for 20 seconds. Need a timer? Imagine singing the "Happy Birthday" song twice.
 4. Rinse your hands well under running water.
 5. Dry your hands using a paper towel.

If you have dry skin or a skin condition, apply moisturiser after washing your hands and at night.

- **Videos - How to Properly Wash your Hands**
 - <https://youtu.be/lsgLivAD2FE>
 - <https://youtu.be/V2914KsEug>

The WHEN & WHERE – the following non-exhaustive list contains times and places where hand-hygiene should be practiced.

- When arriving and leaving the workplace/other sites.
- 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.
- Before and after being in a crowd.
- Before having a cigarette or vaping.
- When hands are dirty.
- After toilet use.

- *You should also -*
 - Avoid touching your eyes, mouth, or nose.
 - Not share objects that touch your mouth, for example, bottles or cups.
 - Use your own pen for signing in.

8. Social Distancing & Respiratory Etiquette

PHYSICAL or SOCIAL DISTANCING - Social distancing is important to help slow the spread of coronavirus. It does this by minimising contact between potentially infected individuals and healthy individuals. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

You should -

- Keep a space of 2 metres (6.5 feet) between you and other people
- Avoid communal sleeping areas
- Avoid crowded places
- Not shake hands and avoid close contact with other people.

There is very little risk if you are just passing someone. But try to keep a distance of 2 metres as much as possible. If you are in a public place where it is difficult to keep 2 metres distance, you should wear a face covering.

RESPIRATORY ETIQUETTE - Cough and sneeze etiquette relates to precautions taken to reduce the spread of virus via droplets produced during coughing and sneezing. Everyone should be encouraged to practice good cough and sneeze etiquette, which includes coughing or sneezing into the elbow or a tissue, disposing of the tissue and then cleansing the hands.



- Video –
 - Respiratory Etiquette <https://www.youtube.com/watch?v=2yLflm7pKEU>
 - Face Covering <https://www.youtube.com/watch?v=sVLZHDdEBR0>

9. Face Coverings

Employees and visitors are asked to wear face coverings in all public areas of the buildings (e.g. reception, corridors, hallways, stairs, meeting rooms, reading rooms, strongrooms and toilets) and every member of staff has been provided with a supply of disposable masks/face coverings. Visitors can also be supplied if you have been advised that a face covering is not suitable for you although they are not as effective at minimising the spread of the virus.

- Advice on the safe use of face coverings can be found at:

<https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

Or can be viewed at:

<https://www.youtube.com/watch?v=sVLZHDdEBRO>

NOTE: This requirement does not apply to anyone who has an illness or impairment that would make wearing or removing a face covering upsetting or uncomfortable. Further information on who should not wear a face covering can be found on

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

DO NOT	DO
Use a mask instead of self-isolation	Remember that proper hand hygiene is essential and remains a priority
Use a mask instead of keeping your distance of 2 m from other people whenever possible.	Check that the face mask is made from a fabric that you are comfortable wearing.
Use a mask instead of hand hygiene	Check that the face mask is suitable for laundering at a temperature of at least 60 degrees Celsius
Wear a face mask when you are alone in a room or in your car or in an open space away from other people.	Check that the face masks are easy to fit and completely cover your nose and mouth
Allow other people to use a face mask that you have used (until laundered).	Carry the unused face mask in a sealable clean waterproof bag (for example a zip lock bag).
Lower the face mask to speak, eat, and smoke or vape. If you need to uncover your nose or mouth remove the face mask and place in the bag for use face masks.	Carry a second readily distinguishable sealable clean waterproof bag for storage of used face masks.
Place used masks on surfaces that are likely to be touched by other people in public places (for example on tables).	Practice fitting and removing the face mask so that you are comfortable applying and removing it readily.
Discard masks in public places other than into refuse bins.	When you are about to enter a situation where face mask use is recommended put on a clean one and ensure it is covering your nose and mouth.
Criticise or judge people who are not able to wear a face mask	Once the face mask is in place, try not to touch the front of it.
	Leave the face mask in place until you have left the situation where its use is needed, or the face mask is damaged or wet.
	If your face mask is wet or soiled remove it and replace with a fresh one

	When you remove the mask do so without touching the front of it and place it in the bag for used face masks.
	Clean your hands as soon as possible after removal of a face mask.
	Launder used face masks on the evening of use at a temperature of at least 60 degrees Celsius.
	Check face masks regularly for wear and damage and dispose of face masks that are damaged.
	Dispose of each face mask as soon as it is no longer required.

10. Committee Members & Visitors

For the purpose of this document the term “**visitor**” refers to anyone who is not a direct employee of the RCB or does not have a permanent workstation in the either Church of Ireland House or Library. It includes all members of the clergy, committee members or other volunteers. For suppliers and maintenance contractors, please see the separate section on Contactors.

- Any visitor wishing to meet with a member of staff should pre-arrange a meeting with that staff member.
- In the case of Church of Ireland House, all visitors must enter the building via the front entrance except for those visiting the Diocesan Office who will go to the back door to gain access. In the case of the Library, all visitors must enter the building at the front entrance.
- When entering either building visitors must sign in at Reception, noting their time of arrival and complete a form to confirm that they have no symptoms of COVID-19 and have not knowingly been in close contact with a person displaying symptoms recently, etc. – see **COVID-19 Visitor Policy** for further details.
- In Church of Ireland House, Reception will contact the staff member the visitor is meeting by phone and will direct the visitor to the room where the meeting is to take place.
- In Church of Ireland House, the staff member goes directly to the meeting room, sanitises their hands on entry and should wear a face covering for the duration of the meeting.
- On finishing the meeting, they escort the visitor back to Reception and reminds the visitor to sign out and note the time of their leaving. The visitor exits via the ramp door and the staff member washes their hands prior to going back to their office/work station.
- In the Library, a member of staff will direct the Visitor to wait in the hallway and sanitise their hands. The member of staff will at a safe distance direct the Visitor to the Reading Room area.
- As the Library building is too small to host meetings, as far as possible meetings will take place outside.

11. Meetings (including Committee Meetings) at Church of Ireland House

All meetings should be conducted via video or teleconferencing wherever possible. If a face-to-face meeting is absolutely necessary they should be conducted at a social distance and comply with the maximum number of participants (including staff) permitted for the particular room – see below for details – in adherence with the COVID-19 Committee Member & Visitor Policy and the section on visitors.

Boardroom 1	-	8 - 15 people (depending on room configuration)
Boardroom 2	-	6 people
Boardroom 3	-	4 people
Meeting Room	-	OUT OF BOUNDS (COVID-19 Isolation Room)

- To arrange a video or teleconference meeting – please see below for details:

- **Teleconference Facilities** - The Outlook Meeting Request facility should be used to book these meetings: by booking the room, its dedicated teleconference facility is also booked. Staff and committee members may be included in the meeting invitation generated when the booking is created in Outlook. The teleconference will be started by the organiser dialling their PassCode, and all other attendees dial the Participant's Pin. Details for each meeting room can be found at www.ireland.anglican.org/TheReturn
- **Video Conference** - To book a video conference, by Zoom, please contact your Senior Manager/Head of Department to request an invite with the log-in details by which to arrange these meetings.

12. Contractors & Suppliers

When ordering and receiving supplies, or arranging for maintenance to be carried out the following procedure should be followed:

- When ordering supplies or arranging for maintenance to be carried out, please ensure to get a date/time and provide a contact number and name for the supplier/contractor to call and confirm this or if they need to change it for whatever reason.
- If you are the person ordering supplies/arranging maintenance you should arrange for the delivery to be made or the maintenance to be carried out at a time that suits you to be available. If you are not going to be available, you should nominate a colleague in your place and inform the supplier/contractor of the person's name and contact details.
- When the delivery is being made or the contractor arrives, the supplier/contractor needs to sign in, provide contact information and sign out when leaving. They should wear a face covering and ensure to sanitise their hands.
- Likewise, the staff member receiving the delivery/meeting the contractor should wear a face covering, sanitise their hands before receiving the goods/meeting the contractor and sanitise/wash their hands when finished and returning to their desk.
- For Church of Ireland House, deliveries for the kitchen should be made at the kitchen back door. Office deliveries/contractors should be met at Reception. Office deliveries should be dated and quarantined for 72 hours under the stairs area in Reception. If it is a particularly large delivery that will not fit under the stairs it should be quarantined in one of the boardrooms for 72 hours, but this means the room will not be able to be used until the delivery has been checked and stored in its proper place. Non-perishable kitchen deliveries should be quarantined in the kitchen lobby for 72 hours.
- For the Library, deliveries should come to the front door. These should be dated and quarantined for 72 hours in the hall.

13. Worker Representatives – Who Are They and What is Their Role?

WHO ARE THEY?

Dr Catherine Smith (Church of Ireland House)

Robert Gallagher (RCB Library)

Peter Cheney (Belfast Office)

WHAT IS THEIR ROLE?

- Help putting in place the COVID-19 control measures.
- Communicate regularly with your manager, and assist in providing COVID-19 health advice to your co-workers.
- Carry out regular checks that COVID-19 control measures are in place.
- Keep a record of non-compliance with COVID-19 workplace controls.
- Report to your employer / manager any problem areas or non-compliance.
- Listen to the concerns of fellow workers and raise them with management.
- Help keep your fellow workers up to date with the latest COVID-19 advice from Government.
- Help as part of a response team in managing someone with symptoms of COVID-19 at the workplace.

14. Raising Concerns

If you have a concern about anything COVID-19 related, you may raise it with your **Lead Worker Representative**, and/or either of the **Chief Officer**, David Ritchie, or the **HR Manager**, Eddie Hallissey.

15. Cleaning

The following frequently touched surfaces are included in the cleaning plan and are cleaned at least twice a day:

- **Table tops and desks**
- **Door handles and light switches**
- **Toilets and toilet doors, taps**
- **Alarm keypads, keys and locks**
- **Remote controls**
- **Kettles, coffee machines, toasters, microwave, fridge handles**
- **Kitchen surfaces and cupboard handles**
- **Strongroom handles, trolleys, book hoist pads and step ladders in the Library**
- **Telephones and intercoms**

- A detailed cleaning routine has been drawn up and includes the following:
 - Toilets, frequently touched areas (door handles, light switches, etc.) and surfaces in communal areas are being cleaned at least twice a day and whenever visibly dirty.
 - Arrangements been made for the regular and safe emptying of bins.
 - Relevant staff have been trained in the new cleaning arrangements.
 - There is a system in place for the disposal 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)
 - Every workstation has been kitted out with cleaning materials such as disinfectant or wipes so staff can keep their own workspace clean by wiping it down at least twice a day.
 - Staff 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, and **MUST** avoid putting them down on communal surfaces.

16. Travel and Transport

When travelling to work please avoid the use of public transport wherever possible. If you must use public transport please remember that the use of face coverings on all public transport has been mandatory since 13th July 2020.

- If public transport is your normal mode of transport to and from the office, you should put in place a contingency plan to get home in the event you develop COVID-19 symptoms while at work as you cannot travel on public transport if you develop symptoms.
- Remember to practice good hand hygiene and respiratory etiquette at all times.
- If you need to travel for work anywhere on the island of Ireland, you should not share a car.
- No work travel outside the island of Ireland should take place without the Chief Officer's approval.

17. Mental Health

Staff are encouraged to discuss any concerns with their Senior Manager/Head of Department or with the HR Manager.

- Advice on managing mental health can also be found at: <https://www2.hse.ie/wellbeing/mental-health/covid-19/minding-your-mental-health-during-the-coronavirus-outbreak.html>
- Free online and phone counselling support resources are available at: <https://www2.hse.ie/services/mental-health-supports-and-services-during-coronavirus/mental-health-supports-and-services-during-coronavirus.html>
- Advice from the WHO is available at: <https://www.who.int/campaigns/connecting-the-world-to-combat-coronavirus/healthyathome/healthyathome---mental-health>
- Also, most private health insurers provide assistance for managing your mental health. If you have private health insurance, you can contact your provider to find out what supports they offer and how to go about accessing them.

18. Work Practice Changes

As per government guidelines, staff who can work remotely should do so, but for those whose job prevents them from doing this or who have been requested by their manager to work from Church of Ireland House /Library, should be aware of the following changes in addition those changes already mentioned in the Introduction.

- The **maximum** number of staff who can be safely accommodated in the workplace has been significantly reduced.
- A weekly schedule, setting out who will be permitted to work from the office is being coordinated through the COVID-19 Coordination Group.
- A restricted canteen service will be available and staggered lunch breaks may apply.
- Additional responsibilities for staff apply to try and prevent the transmission of COVID-19 in the office.

19. Communication

While we are working from home, communication to all staff will be maintained through the following channels –

- Weekly email communication from Chief Officer with link to Staff Only Section on Church of Ireland website.
- Bi-weekly staff briefings as part of introduction to bi-weekly TEDTalks
- Communication from your Senior Manager/Head of Department.
- Emergency Text System.
- Periodic all-staff Zoom meetings.

20. Canteen - Church of Ireland House

The canteen layout has been changed to accommodate social distancing and a one-way system has been introduced – in through the double doors from the Reception foyer and out by the door leading to the side of Reception. Other changes include

- Only two people may use the rectangular tables and one person per round table at any one time.
- Plexiglass screens have been erected to provide protection for all staff.
- A reduced service will be available and may include sandwiches and soup that can be taken away, for example. This will be dependent on the number of people in the office on a particular day.
- Changes to how the tables will be cleared and used crockery, etc. brought to the kitchen.
- Staff will not be encouraged to linger.