



Pandemic Case Handling Procedure

1. Purpose

The purpose of this procedure is to outline how the College manages a pandemic case. An updated version of this procedure will be introduced when the College secures premises to reflect greater staff numbers, the presence of students and the higher likelihood of the need for specific isolation rooms, disinfection procedures post case identification and HSE interventions.

2. Roles and Responsibilities

All staff must implement this policy with specific responsibility for the CEO as case response and media coordinator, People Officer regarding staff welfare, and the Programme Manager as our lead staff representative.

3. Documentation

The Work Safely Protocol can be found at

<https://enterprise.gov.ie/en/Publications/Publicationfiles/Work-Safely-Protocol.pdf>

General information resources can be found at

<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/>.

Translations of these documents can be found at:

(<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Pandemic-19translatedresources/>)

Data Protection issues to be taken into account when handling personal data in the context of a PANDEMIC19 outbreak in a workplace setting: <https://dataprotection.ie/en/news-media/blogs/data-protectionand-Pandemic-19>



Guidance concerning PANDEMIC-19 in the workplace can be found at

<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/employersemployeesguidance/>.

General Guide on Management of PANDEMIC-19 Outbreaks in the Workplace V1 HSE Health Protection Surveillance Centre www.hpsc.ie

Interim Public Health guidance for the management of PANDEMIC-19 outbreaks

<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/outbreakmanagementg>

Patient Information for Self-isolation at Home

(<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Self-isolation%20leaflet.pdf> 5.

Infection Prevention and Control Precautions for PANDEMIC-19

(<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/>)

4. Procedure

A case can be identified at the College should a member of staff show signs of symptoms when at work or show signs of symptoms that necessitate their prevention from returning to work. For Covid-19 specifically, information regarding symptoms is listed [here](#).

1. Staff presenting with symptoms while at work

- a. The staff member should tell the CEO who acts as Pandemic Officer, or the next most senior manager should the CEO be unavailable or absent.
- b. The Pandemic Officer immediately asks the staff member to wear a face mask, put on a pair of plastic gloves and go home.
- c. Anyone within 2 metres of the staff member should also wear a mask and gloves until the staff member has left the building.



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- d. The Pandemic Officer ensures that the staff member can make their way home by private transport or, should this not be an option, will arrange for separate transport to take the staff member home. If a taxi is to be used, the Pandemic Officer informs the taxi company of the situation to ensure that safe transport for both the staff member and the driver is possible.
 - e. The Pandemic Officer requests that the staff member contacts his/her GP immediately for advice and to discover if a test is needed or not.
 - f. The Pandemic Officer waits to hear from the staff member if a test was necessary and the result if it was.
 - g. If a test was not necessary and the staff member recovers relatively quickly, the Pandemic Officer will request a GP letter to say that the staff member is okay to return to work.
 - h. If a test was positive and the staff member must self-isolate for some time, the staff member should notify the Pandemic Officer of this and again when s/he feels well enough to return to work.
 - i. The staff member completes UFORM005 UniHaven Pandemic Return to Work Form to declare themselves Covid-free and fit to return safely to work.
2. The staff member does not attend work due to Pandemic symptoms
 - a. In this scenario, Pandemic Officer checks with the staff member that s/he has contacted their GP and steps e. to h. apply as above.
 3. Disinfection of workplace
 - a. Irrespective of whether 1. or 2. above applies, the workplace the staff member was circulating in and working from must be disinfected.
 - b. Antiseptic wipes must be used by an Officer/Manager/Staff member who will wear a face mask and protective gloves and will have a waste disposal bag with them to dispose of relevant items.
 - c. Any items such as pens, waste paper, or other loose items that the symptomatic staff member may have used should be disposed of and replaced with new ones. All new items should be wiped down with antiseptic wipes as should all desk, copier/printer, kitchen, desk, PC/laptop, screen, keyboard, mouse and



other such normally used surfaces the staff member may have been using.

Door handles for office, building entry, toilets etc. should all be disinfected too.

- d. All antiseptic wipes and used gloves/masks should be disposed of in a tied refuse bag and put in the waste bin once disinfection has been completed.

4. Close contacts

- a. The Pandemic Officer will immediately establish if any other member of staff was a close contact with the symptomatic staff member. If any are identified, these will be asked to immediately go home and to stay at home/work from home until the situation has been clarified.
- b. If the symptomatic staff member has returned a positive test, the above steps 1. to 3. will be repeated.

5. Return to work

- a. All staff who are returning to work after having been identified as a case, a close contact or after a period of absence longer than 3 days due to Covid-19 or equivalent pandemic disease will complete UFORM005 UniHaven Pandemic Return to Work Form Rev 1 as per UPRO014 UniHaven Pandemic Return to Work Procedure Rev 1.

5. Quality Control

The Academic Director is responsible for ensuring that policies are developed and maintained, that they remain fit for purpose, that they remain in compliance with QQI guidelines, that they are updated as per agreed schedules, and that they are being implemented as intended. In the latter context, the Academic Director will inspect a sample of policies each year to check for the correct implementation and bring the findings to AC as part of the annual QA/QQI review and reporting process.

Quality Assurance Manual (QAM) Chapter 5

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References/ Supporting Documentation	<p>The Work Safely Protocol can be found at: https://enterprise.gov.ie/en/Publications/Publicationfiles/Work-Safely-Protocol.pdf General information resources can be found at: https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/. Translations of these documents can be found at: (https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Pandemic-19translatedresources/) https://dataprotection.ie/en/news-media/blogs/data-protectionand-Pandemic-19 Guidance in relation to PANDEMIC-19 in the workplace can be found at https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/employeersemployeesguidance/. General Guide on Management of PANDEMIC-19 Outbreaks in the Workplace V1 HSE Health Protection Surveillance Centre www.hpsc.ie Interim Public Health guidance for the management of PANDEMIC-19 outbreaks https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/outbreakmanagementg Patient Information for Self-isolation at Home (https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Self-isolation%20leaflet.pdf 5. Infection Prevention and Control Precautions for PANDEMIC-19 (https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/)</p>