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## Pandemic Return to Work Procedure

### 1. Purpose

The purpose of this procedure is to outline how the College manages the return or visits to work especially after a pandemic case has been identified. An updated version of this procedure will be introduced when the College secures its 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 the 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:

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



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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](http://www.hpsc.ie)

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

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

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](#).

The key steps in a return-to-work post case identification are as follows with the form in the appendix also used for visitors.

1. The workplace the staff member was circulating in and working from must be disinfected before their return as per UPRO013 UniHaven Pandemic Case Handling Procedure Rev 1.



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2. Any items such as pens, waste paper, or other loose items that the symptomatic staff member may have used and have been replaced should be 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.
  3. 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. 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 similar pandemic disease will complete UFORM005 UniHaven Pandemic Return to Work Form Rev 1 such as the one for Covid-19 included in the Appendix. This form must be sent by email to the Pandemic Officer before any staff member is permitted to return to work and a return to work is only permitted when a 'No' answer is provided to all questions.

## 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

<b>Document Name</b>	Pandemic Return to Work Procedure
<b>Procedure Document Number</b>	UPRO006
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<b>Revision History/Amalgamation History</b>	Revised for text errors post programme validation
<b>Additional Information</b>	N/A
<b>References/ Supporting Documentation</b>	<p>The Work Safely Protocol can be found at <a href="https://enterprise.gov.ie/en/Publications/Publicationfiles/Work-Safely-Protocol.pdf">https://enterprise.gov.ie/en/Publications/Publicationfiles/Work-Safely-Protocol.pdf</a></p> <p>General information resources can be found at <a href="https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/">https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/</a>. Translations of these documents can be found at: (<a href="https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Pandemic-19translatedresources/">https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Pandemic-19translatedresources/</a>)</p> <p>Data Protection issues to be taken into account when handling personal data in the context of a Covid-19 outbreak in a workplace setting: <a href="https://dataprotection.ie/en/news-media/blogs/data-protectionand-Pandemic-19">https://dataprotection.ie/en/news-media/blogs/data-protectionand-Pandemic-19</a></p> <p>Guidance concerning Covid-19 in the workplace can be found at <a href="https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/employersemployeesguidance/">https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/employersemployeesguidance/</a>.</p> <p>General Guide on Management of Covid-19 Outbreaks in the Workplace V1 HSE Health Protection Surveillance Centre <a href="http://www.hpsc.ie">www.hpsc.ie</a></p> <p>Interim Public Health guidance for the management of Covid-19 outbreaks <a href="https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/outbreakmanagementg">https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/outbreakmanagementg</a></p> <p>Patient Information for Self-isolation at Home (<a href="https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Self-isolation%20leaflet.pdf">https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Self-isolation%20leaflet.pdf</a> 5.</p> <p>Infection Prevention and Control Precautions for Covid-19 (<a href="https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/">https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/</a>)</p>



Appendix

UFORM005 UniHaven Pandemic Return to Work Form Rev 1

To help prevent the spread of pandemic viruses in the workplace, every staff member or visitor must complete and sign this form before visiting our workplace or returning to work. On review of the form, we may ask you not to return to work or visit immediately and will discuss a suitable alternative future date for your attendance.

<b>Employee or Visitor Name:</b>		<b>Date:</b>	<b>Every question <u>must</u> be answered.</b>
<b>Workplace Address: Specify Naas Office or Maynooth College:</b>			
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, flu-like symptoms or loss or change to your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	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 2 metres for more than 15 minutes altogether in 1 day)?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work or visit. If you are unsure whether you are in an at-risk category, please check the HSE website. If your situation changes after you complete and submit this form, please tell the Pandemic Officer.		
<b>Additional Information</b>			

*This form is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. UniHaven shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this document.*