



Galway City Partnership
Comhpháirtíocht Chathair na Gaillimhe



Galway City Community Network
Líonra Pobail Chathair Na Gaillimhe

RETURNING TO WORK...RETURNING TO COMMUNITY ACTIVITY

A GUIDE FOR COMMUNITY ORGANISATIONS

**A resource to support community organisations to
reopen workplaces and spaces and resuming activities in the context
of the ongoing COVID-19 environment.**

VERSION 1 June 19th 2020

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Please note that all the advice and guidance in this document is based on national guidance.

Thanks to Nollaig McGuinness for his work in producing this guide

Quick Reference

1. Introduction to the Guide

Explains the structure and content of the document and highlights the main sources of information being used.

2. Planning for Reopening Your Workplace

Focuses on how to develop a [COVID-19 Response Plan](#), outlines the main sections and contains a [template for the plan](#).

3. Updating Policies and Procedures

Explains that [workplace policies](#) need to be updated and [risk assessments](#) undertaken in order to reopen the workplace safely. Contains [Pre-Return to Work Form](#) and [Planning Checklist](#).

4. Prevention and Control Measures

Outlines the main physical and systems changes that need to be introduced to the workplace to help prevent the spread of COVID-19. Contains a [Control Measures Checklist](#) and [Cleaning Checklist](#) and also [standard signage and posters](#).

5. Staff Induction and Training

Explains that specific COVID-19 Induction is now required for all staff. Contains and [Induction Checklist](#) and [useful resources for induction](#). Also contains COVID-19 information resources in [different languages](#), including Irish Sign Language.

6. Managing Suspected COVID-19 Cases

Sets out the rapid response system to dealing with a suspected COVID-19 case that is required for all workplaces. Contains information on [isolation areas and procedures](#) and a full [Checklist for Dealing with a Suspected Case of COVID-19](#).

7. Staff Support Measures

Highlights the [mental health and wellbeing of workers](#) dimension to the COVID-19 pandemic. Refers to [employers' obligations](#) to support their staff at this time and the particular attention that must be paid to [People at a Higher Risk](#).

8. Organising Community Activities

Focuses on the re-introduction of standard community activities and provides a specific [checklist for planning community activities](#) and signposts to [useful resources for community organisations](#).

9. Recap of Templates and Checklists

Compiles all of the useful Templates and Checklists for reopening workplaces into one quick reference list.

10. Useful Contacts

Provides a range of useful contact numbers for organisations that can provide further guidance and assistance.

11. Useful Links

Compiles a range of useful sources of COVID-19 information and resources into one quick reference list.

1. Introduction to the Guide

This document has been produced as a resource to support community organisations to reopen workplaces and spaces and resuming activities with communities and clients in the context of the ongoing COVID-19 environment. It has been produced as a joint initiative between Galway City Community Network, Galway City Partnership and Volunteer Galway and will be supported and enhanced by training webinars. It will be promoted as part of the wider community response to the COVID-19 pandemic.

For the large majority of community organisations, the reopening of workplaces and spaces and a return to activities will be a gradual process over a number of months in line with the lifting of COVID-19 restrictions and public health guidance. This document is designed to be a practical tool to signpost community organisations to the public health rules and protocols that are currently in place in Ireland and to help ensure that they are compliant with these.

There now exists a broad range of COVID-19 guidance and protocols for Irish workplaces. This guide compiles and presents information from a core number of these that have been published by government agencies including:

- *Roadmap for Reopening Society & Business*, Government of Ireland
- *Return to Work Safety Protocol*, Government of Ireland
- Guidance, Templates and Checklists from the Health and Safety Authority (HSA)
- *COVID-19 Workplace Protection and Improvement Guide*, National Standards Authority of Ireland (NSAI)

This document also compiles COVID-19 information and communication tools such as posters and signs, short videos and other useful resources from a range of sources including the HSE, the Health Protection Surveillance Centre (HSPC) and various government departments and national organisations. These resources are referenced and hyperlinked throughout the document and also listed in the *Useful Links* section at the end of the document.

The document also draws on national guidelines to the youth sector to provide guidance to community organisations as they resume activity and work in and with communities.

Keeping Up to Date with Public Health Guidance

The importance of keeping up to date with the COVID-19 public health rules and guidance that are in place at any given time cannot be overstated. This guide is intended to be a live resource and will be updated in line with changes to public health rules and guidance as Ireland continues to manage its social and economic activity during the ongoing COVID-19 pandemic.

On 1st May the Irish Government published its *Roadmap for Reopening Society & Business* which set out a timeline for the reopening of the economy and society over 5 Phases and indicating what types of activities could recommence under each phase.

Original Timeline for Reopening Society and Business

Phase 1 – 18 th May	Phase 2 – 8 th June	Phase 3 – 29 th June	Phase 4 – 20 th July	Phase 5 – 10 th August
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As we have already seen, the provisions within this timeline have been subject to revisions with certain activities being allowed to recommence earlier than originally planned. As such it is essential that we stay fully up to date on progress under the national roadmap and the public health measures in place at any given time. You can do this by regularly checking [this section of the governments website](#). Keeping up to date with public health measures will equip you with the guidance and information you need regarding what types of activities can be undertaken, the size of groups that can be convened and all other relevant guidance for your daily operations and activities.

2. Planning for Reopening Workplaces and Spaces

The first and most important step in reopening workplaces and spaces is developing a COVID-19 Response Plan. Such a plan is now compulsory for all employers under the *Return to Work Safety Protocol* recently published by the Irish Government. This plan will set out the various actions your organisation will undertake to ensure that your work practices and daily activities are compliant with the public health measures in place to contain and suppress the COVID-19 virus. The overriding concern in reopening workplaces and spaces is the health and safety of employees and also all those visiting or using your workplace including community organisations, clients, customers, service users, volunteers and other visitors.

For any organisation to develop a comprehensive and effective COVID-19 Response Plan it will be important for those drafting the plan to firstly familiarise themselves with the key documents that set out the new protocols and measures that all employers must adhere to. As indicated previously, these texts are:

Key Documents Relating to Reopening Workplaces	
<u><i>Roadmap for Reopening Society & Business</i></u>	Outlines the 5-phased reintroduction of economic and social activity including what types of work and activity can be reintroduced at each Phase.
<u><i>Return to Work Safety Protocol</i></u>	Sets out the non-exhaustive range of steps that all employers must take in order to reopen their workplaces safely.
<u><i>Workplace Protection and Improvement Guide</i></u>	Presents practical guidance on how to effectively put in place the required systems for managing the return of workers, workplace hygiene, physical distancing etc.

Main Considerations in Developing a COVID-19 Response Plan

In line with developing their response plans, employers are also obliged to identify Worker Representatives or COVID-19 Compliance Officers who will play a lead role in the implementation and monitoring of the various actions in the plan. The number of agreed representatives will depend on the size of the workforce but there must be at least one representative nominated to work closely with management and employees in rolling out the actions of the response plan across the organisation.

There are a number of key areas that a COVID-19 Response Plan needs to focus on and these include:

- **Policies and Procedures** – organisations must carry out risks assessments and update safety statements and other organisational plans and policies in order to integrate COVID-19 workplace protocols.
- **Prevention and Control Measures** – organisations must put in place effective hygiene, physical distancing and other control measures to minimise the spread of COVID-19.
- **Staff Induction and Training** – organisations must ensure their workforce are aware of the risks of COVID-19 and how to mitigate against these. Staff must also complete pre-return to work forms prior to returning to the workplace.
- **Managing Suspected Covid-19 Cases** – organisations must have clear procedures in place to respond to someone developing COVID-19 symptoms in the workplace.
- **Staff Support Measures** – organisations must pay particular attention to the needs of employees who may be in the 'at risk' categories and must also ensure that all staff have access to appropriate mental health supports should they need them.

Each of these key areas are now presented in more detail on the following pages. The HSA has developed a [COVID-19 Response Plan Template](#) and number of useful [Checklists](#) to assist organisations in developing and implementing their plans and these checklists are highlighted frequently in the following pages.

3. Updating Policies and Procedures

In order to put the necessary control measures in place to be compliant with the new protocols and public health guidance organisations will need to review and update their Occupational Health and Safety provisions. The *Return to Work Safely Protocol* states:

Return to Work Safely Protocol, pg.18

All existing Occupational Health and Safety provisions will continue to apply to all workplaces during this time. Where the control of infection measures implemented requires changes to work activities, the employer is required to review and update their occupational health and safety risk assessments and safety statement in order to take account of any work changes which may arise following implementation.

In addition to the occupational health and safety dimension, organisations are also required need to update all other relevant policies in order to reflect and take account of the disruption and adjustments to the workplace due to COVID-19. This will include return to work procedures, sick leave policies, travel for work policies and lone working, remote working and working from home policies.

Pre-Return to Work Form

Under the new protocols all workers must now complete a Pre-Return to Work Form in order to establish whether they are displaying symptoms of COVID-19 and/or are within the 'at risk' category of persons. Employers must issue all workers with a Pre-Return to Work Form and review these forms prior to allowing each worker return to work. This [HSA Pre-Return to Work Form](#) template is now being widely used to complete this task.

Planning and Preparing Checklist

The HSA has developed a Planning and Preparing Checklist that will help organisations with this aspect of their planning and assessing their own state of readiness to commence reopening their workplaces safely. The checklist is presented as a range of questions and highlights the main policies and procedural changes employers need to consider at this point, such as:

- 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?
- Have you updated your emergency plans, in particular to take account of physical distancing?
- 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?
- Have you appointed and trained a Worker Representative to help advise workers and to monitor compliance with COVID-19 control measures in the workplace?
- Have you agreed with workers 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?
- 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?
- Have you stopped all non-essential business / work travel?

For the full list of questions in the checklist download the [HSA Planning and Preparing Checklist](#).

4. Prevention and Control Measures

COVID-19 control measures have become one of the most visible changes to public spaces and workplaces in recent months. Most commonly these control measures include systems and etiquette around hand hygiene and respiratory hygiene, the use of PPE (Personal Protective Equipment) and physical distancing systems.

Regarding prevention and control measures in the workplace the *Return to Work Safely Protocol* states:

Return to Work Safely Protocol, pg.8

Employers must arrange for the putting in place of the necessary controls identified in the risk assessment to prevent the spread of COVID-19 in the workplace.

The Protocol goes on to outline the requirements on both employers and employees in the areas of hand hygiene, respiratory hygiene, physical distancing, the use of PPE and cleaning systems – see pages 10 to 16.

Control Measures Checklist

The HSA has developed a Control Measures Checklist that will help organisations to identify and put in place the required control systems that will help protect their workers and prevent the spread of COVID-19. The checklist is structured along the lines of those key areas highlighted above with some of the main questions being:

- Are there enough hand washing and hand sanitising stations in place to accommodate workers, visitors/customers adhering to hand hygiene measures?
- Have you told workers of good respiratory measures to limit the spread of the virus?
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin
- Have you looked at how you can change the layout of your workplace to allow for physical distancing?
- Can you rearrange working times and shifts to minimise the number of people at work together?
- 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?
- Has the correct PPE been identified based on the hazard and worker work activity?

For the full list of questions in the checklist download the [HSA Control Measures Checklist](#).

The HSA has also developed a comprehensive checklist for the cleaning systems required for workplace. For the full list of questions in that checklist download the [HSA Cleaning and Disinfection Checklist](#).

Other Useful Resources for Introducing Control Measures

There are a number of additional practical resources available to help organisations introduce control measures into the workplace (please note hyperlinks to resources). These include:

- [COVID-19 Workplace Protection and Improvement Guide](#) by the National Standards Authority of Ireland
- [Hand Hygiene](#) and [Respiratory Hygiene](#) Posters and Signage
- [Physical Distancing](#) Posters and Signage
- [General COVID-19 Prevention](#) Posters and Signage

5. Staff Induction and Training

Clear and regular communication between employers and staff is a crucial area in relation to the reopening of workplaces and the introduction of new systems of work. This is particularly pertinent given the fluid and changing nature of the COVID-19 pandemic and the fact that the lifting of restrictions and public health guidance and protocols are subject to revision and change at any given time.

In the reopening of workplaces COVID-19 induction for all staff is essential. The *Return to Work Safely Protocol* states:

Return to Work Safely Protocol, pg.8

Employers must provide an induction training for all workers. This training should at a minimum include the latest up to-date advice and guidance on public health: what a worker should do if they develop symptoms of COVID-19; details of how the workplace is organised to address the risk from COVID-19; an outline of the COVID-19 response plan; identification of points of contact from the employer and the workers; and any other sector specific advice that is relevant.

COVID-19 Induction Checklist

The HSA has developed a Covid-19 Induction Checklist that will help organisations to develop induction for employees and good communication systems across the organisation in relation to the management of Covid-19. Some of the main questions that this checklist poses for employers are:

- 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?
- Have you covered the signs and symptoms of COVID-19?
- Have you explained to workers how the virus spreads?
- Have you covered the control measures you have put in place to minimise the risk of workers being exposed to COVID-19?
- Have you identified the Worker Representative(s) to all workers and explained what their purpose is?

For the full list of questions in the checklist please download the [HSA COVID-19 Induction Checklist](#).

Other Useful Resources for Staff Induction

There are a wide range of additional information resources available that are relevant to staff induction (please note hyperlinks to resources):

- [COVID-19 Public Information Booklet](#)
- [Protect Yourself from Coronavirus](#) video and [General Hygiene](#) videos
- [CIF Online Induction Programme](#) – a useful COVID-19 awareness raising tool for all workers
- [Irish Government COVID-19 Campaign](#) – information from across government departments

COVID-19 Resources in Different Languages (please note hyperlinks to resources):

- COVID-19 Information Resources are available in [Different Languages](#) including [Irish Sign Language](#)

6. Managing Suspected COVID-19 Cases

Currently there is no requirement for an employer to notify the Health and Safety Authority if a worker contracts COVID-19. However, rapid and effective procedures need to be in place in the event of someone developing COVID-19 signs and symptoms while in the workplace. A standard framework for responding to suspected cases has emerged in recent weeks and involves immediately isolating the individual in question and facilitating them to get tested as quickly as possible.

The *Return to Work Safely Protocol* states:

Return to Work Safely Protocol, pg.9 &10

Employers must:

- *include a defined response structure that identifies the team(s) responsible for responding to a suspected case in the COVID-19 response plan.*
- *identify a designated isolation area in advance. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable should be accessible by people with disabilities*
- *isolate the worker and have a procedure in place to accompany the individual to the designated isolation area via the isolation route.*

The Protocol goes on to outline a range of additional measures and provisions that need to be in place, all aimed at isolating the suspected case(s), assisting the person(s) and reducing the risk of transmission to others in the workplace.

Dealing with Suspected COVID-19 Cases Checklist

The HSA has developed a Checklist for Dealing with Suspected Cases of COVID-19. This checklist will assist organisations to develop an effective response system that can be quickly activated in the event of a suspected COVID-19 in the workplace. Some of the main provisions that this checklist highlights includes:

- Have you appointed a manager to deal with any suspected case of COVID-19?
- 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?
- Are the following available in the isolation area(s)?
 - ventilation, e.g. fresh air ventilation/ability to open a window
 - tissues
 - hand sanitiser
 - disinfectant and/or wipes
 - gloves, masks
 - waste bags
 - pedal-operated, closed bin
- Have you made your workers aware of reporting procedures if they develop signs and symptoms at work for COVID-19?
- Have you a COVID-19 contact / group work log in place to facilitate contact tracing?

For the full list of questions in the checklist download the [HSA Dealing with a Suspected Case of COVID-19 Checklist](#).

The NSAI's [COVID-19 Workplace Protection and Improvement Guide](#) also provides detailed guidance on responding to suspected cases in the workplace – see pages 13 to 18.

7. Staff Support Measures

The health and safety of staff must be of paramount importance in the reopening of workplaces and much of the provisions outlined in the preceding sections are designed to ensure that the health risks of returning to the workplace are minimised.

Employers need to be acutely aware of whether any of their workforce are deemed to be in the [People At Higher Risk](#) category and must act accordingly to support these workers.

The mental health and wellbeing of employees is also an important consideration for employers when reopening their workplaces. The mental health impacts of the COVID-19 pandemic on society in general have been widely acknowledged and highlighted by the public health authorities in Ireland and across the world. Many employees may experience heightened anxiety and stress at the prospect of returning to the workplace in the current environment and employers need to be conscious of this.

Regarding employee welfare the *Return to Work Safely Protocol* states:

Return to Work Safely Protocol

At Risk/Vulnerable Workers (pg.14)

If an at risk or vulnerable worker cannot work from home and must be in the workplace, employers must make sure that they are preferentially supported to maintain a physical distance of 2 metres. However, employers should enable vulnerable workers to work from home where possible.

Mental Health and Wellbeing (pg.20)

- *Employers should put in place support for workers who may be suffering from anxiety or stress.*
- *Workers who are returning to the workplace after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19. Employers should provide workers with information on publicly available sources of support and advice and information about the prevention and control measures taken in the workplace to reduce the risk of infection.*
- *Employers should ensure workers are made aware of and have access to any business provided Employee Assistance Programmes or Occupational Health service.*

It should be remembered at all times also that the current guidance on the phased reopening of workplaces states that, where practicable, working from home/ remote working should be facilitated. The *Return to Work Safely Protocol* on pg.14 identifies “office work” in particular in this regard. In general, there is now an expectation on employers to continue to show flexibility with their staff in terms of supporting them to work safely. As has been seen during the lockdown period and will continue to be seen over the coming months, this flexibility will be applied to remote working, workplaces opening hours, workplace shifts, travel for work arrangements and other areas.

Mental Health Supports

A number of mental health campaigns currently seek to respond to the specific challenges that the COVID-19 pandemic presents, and employers are encouraged to make their staff aware of these, which include:

- [HSE Minding Your Mental Health During the Coronavirus Pandemic](#)
- [Mental Health Ireland Five Ways to Wellbeing](#)
- [Healthy Ireland In This Together](#)

8. Organising Community Activities

COVID-19 has highlighted the critical nature of community development in responding to the basic needs on communities in an emergency situation. While the contribution of volunteers was essential in providing essential services such as shopping and other supports for people that had to cocoon or self-isolate, community workers provided responses to more complex referrals and demands, particularly from already marginalised and disadvantaged communities.

Community work is based on the collective and it is now essential to explore how to return to this work in a way that is safe for community workers and the communities with which they work.

In addition to the planning, assessment and control measures required to reopen workplaces and community facilities, community workers, community organisations and groups need to consider how some or all of their community work actions and activities can be delivered safely in the current environment.

Collective action and community activities are as broad and diverse as communities themselves and there is no one fits all approach or single template to cover all aspects of organising community activities safely. However, several of the checklists highlighted in this guide will enable groups to start reorganising their community activities in line with the relevant COVID-19 guidance and restrictions that are in place at any given time.

This section of the guide presents the key questions and prompts that any organisation or group will need to work through when planning their community services and activities. Prior to commencing that process the first question that needs to be answered is, *Is the activity in question essential?* While many community activities may not be deemed as *essential* depending on what COVID-19 restrictions are in place at the time, community organisations may arrive at the wholly valid conclusion that while an activity might not be strictly essential it may be very beneficial to the health and wellbeing of the people participating in it, particularly during these challenging times. Common examples here could include community organisations, social inclusion networks, lunch clubs, community gardens, arts & craft groups, keep fit groups, social support groups and many more activities, all of which play a fundamental role in the health and wellbeing of communities and will continue to do so as we emerge from lockdown and navigate COVID-19 restrictions on public activity.

Once a community organisation has decided that it will recommence organising community activities there are a wide range of key questions and corresponding actions that it will need to work through, as outlined on the next page. In planning and managing any community activities in the current COVID-19 context there are a number of core concepts or basic good practices that must underpin all of our actions. These include:

Basic Good Practices for Planning Community Activities

- Be Informed.** Stay up to date on the current COVID-19 public health guidance that is in place.
- Maintain the required **physical distancing** in line with public health guidance.
- Actively promote **good hand and respiratory hygiene** with others.
- Establish thorough and regular **cleaning and disinfecting systems** in your buildings and spaces.
- Maintain **good communications** with all participants and stakeholders around the measures you are undertaking to ensure your activities are being organised in a safe manner.

The following page presents a Checklist designed specifically for planning and delivering community activities in a COVID-19 context.

Checklist for Organising Community Activities

- **Are You Up-To-Date?** - Are you fully informed of the current COVID-19 restrictions and public health measures that are in place right now? These will tell you what size of group you can convene and provide guidance on physical distancing etc. in different settings.
- **Safety Protocols** - Have you read the Return to Work Safety Protocol and identified those areas of the document that are particularly relevant to your own activity such as physical distancing and hygiene?
- **Use Checklists** - Have you familiarised yourself with the Health and Safety Authority's Templates and Checklists? Checklists 2, 4 and 5 will be particularly useful for organising group community activities.
- **Risk Assessment** - Have you undertaken a Risk Assessment for your proposed community activity? See HSE Safety Statements and Risk Assessments, including the General Risk Assessment Form.
- **Control Measures** - If you are using a community facility which is not owned or managed by you, have you undertaken a thorough consultation with the facility manager to understand fully the COVID-19 control measures they have put in place?
- **Physical Distancing** - Are you sure that you can achieve the required physical distancing within your proposed community activity? You will need to have measured the space in question and mapped out how the required physical distancing can be achieved.
- **Hygiene and PPE** - Will your proposed activity require you to provide hand sanitising products and PPE (Personal Protective Equipment) like gloves, face masks, face shields etc.? If so, have you sufficient supplies of these?
- **Cleaning & Disinfecting** - Have you a cleaning and disinfecting system in place for any equipment, utensils and/or other items that will be used as part of your proposed activity? Everything will need to be cleaned thoroughly after the activity.
- **Responding to a Suspected COVID-19 Case** - Have you procedures in place to respond quickly to a suspected COVID-19 case during your proposed activity? If using a community facility not owned or managed by you, these procedures will need to be aligned to those already in place in the community facility.
- **Transport** – do you need to provide transport for the people attending the activity? If so, you will need to ensure that the required physical distancing can be achieved in the vehicle and that the vehicle is thoroughly cleaned before and after use.
- **Volunteers** - Are you working with volunteers in organising your proposed activity? If so, have you ensured that they complete something like the Pre-Return to Work Form? Have they completed COVID-19 induction?
- **Communications** – has everyone who will be attending the activity been consulted with in advance? Have they completed something like the Pre-Return to Work Form? Have the restrictions that are in place and how the activity will be managed been explained to everyone in advance?
- **At Risk Groups** – have you identified volunteers and participants that are in the At Risk Groups and discussed the public health guidance with them on whether they should be participating?
- **Contacts Log** – have you drafted Contacts Log that will contain everyone's contact details who has attended the activity? This must include a phone number for each person.

Additional Resources

In addition to the different checklists that have been highlighted in the previous pages there are also a number of resources available that will be particularly useful for community organisations. These include:

COVID-19 Resources for Community Organisations

- [Guidance for Youth Organisations On Resuming Full Services After COVID-19](#). A comprehensive guide to re-introducing activities on a phased basis. Includes useful COVID-19 checklists and templates.
- [Galway City Community Network COVID-19 Information Hub](#). A comprehensive list of all COVID-19 related information.
- [Volunteer Ireland COVID-19 Information Hub](#). Guidance for organisations around working with volunteers during COVID-19.
- [The Wheel COVID-19 Information Hub](#). A wide range of COVID-19 resources and planning tools collated by The Wheel.

8. Recap of Templates and Checklists

This section lists together the various templates and checklists referred to in the previous sections that are designed to provide practical guidance to organisations in reopening their workplaces and spaces safely.

Health and Safety Authority Templates and Checklists – all available on [HSA website](#)

- [HSA COVID-19 Response Plan Template](#) Provides a comprehensive template for organisations to develop their COVID-19 Response Plan, bringing together all measures to be undertaken.
- [HSA Pre-Return to Work Form](#) Standardised Pre-Return to Work Form to be issued to all employees.
- [HSA Planning and Preparing Checklist](#) A comprehensive checklist designed to assist organisations in the early planning stages of their COVID-19 Response Plan.
- [HSA Control Measures Checklist](#) Checklist designed to assist organisations put in place control measures to minimise the spread of COVID-19.
- [HSA Cleaning and Disinfection Checklist](#) Checklist focused on cleaning and hygiene systems in the workplace to prevent the spread of COVID-19.
- [HSA COVID-19 Induction Checklist](#) Checklist designed to assist organisations develop appropriate COVID-19 Induction for staff.
- [HSA Dealing with a Suspected Case of COVID-19 Checklist](#) Checklist focused on the control measures and response system required for dealing with a suspected COVID-19 case.
- [HSA Workers Representative Checklist](#) Checklist designed to assist Worker Representatives understand the full scope of their role.
- [Employee Checklist](#) Checklist designed to assist all workers understand their roles and responsibilities in preventing the spread of COVID-19.

HSE Safety Statements and Risk Assessments

The HSE website has a dedicated section on Safety Statements and Risk Assessments which contains a range of templates, prompt sheets and guidance documents. All can be accessed at [HSE Safety Statements and Risk Assessments](#).

National Standards Authority of Ireland Checklists

The National Standards Authority of Ireland (NSAI) has developed the COVID-19 Workplace protection and Improvement Guide which provides comprehensive guidance on reopening workplaces safely and includes and number of useful checklists. The guide itself and the checklists can be accessed from the [NSAI website](#).

9. Useful Contacts

Health and Safety Authority (HAS), Workplace Contact Unit

Tel: 1890 289 389 or 01 614 7000

Email: wcu@hsa.ie

National Standards Authority of Ireland (NSAI), COVID-19 Business Support Unit

Tel: 01 8073800

Email: Covid-19-Support@nsai.ie

Workplace Relations Commission (WRC)

Tel: 059 9178 990 / Lo Call: 1890 80 80 90

Email: customerservice@workplacerelations.ie

The Health Service Executive (HSE)

Tel: 1850 241850

Health Protection Surveillance Centre (HPSC)

Tel: 01 8765300

10. Useful Links

This section lists together some of the main national and international sources of COVID-19 information and resources that are available online.

- ❑ [Irish Government COVID-19 Information](#) – centralised information hub providing up-to-date information on public health measures in place and information and guidance from across government departments.
- ❑ [Health Protection Surveillance Centre \(HSPC\)](#) – a wide range of information and guidance for employers and workers including guidelines, posters, signs and other information resources.
- ❑ [HSE COVID-19 Information](#) and [HSE COVID-19 Resources](#) – the HSE centralised COVID-19 information hub providing information to citizens and also a wide range of resources for organisations including booklets, posters and signs in different languages including ISL and specific guidance for disability services.
- ❑ [Citizens Information COVID-19 Hub](#) – a wide range of information across all areas of economy and society, including a specific section on [Returning to Work](#).
- ❑ [Galway City Community Network COVID-19 Information Hub](#). A comprehensive list of all COVID-19 related information
- ❑ [Volunteer Ireland COVID-19 Information Hub](#). Guidance for organisations around working with volunteers during COVID-19.
- ❑ [Pobal COVID-19 Hub](#) – Pobal’s main page signposting to various COVID-19 guidance and resources.
- ❑ [National Irish Safety Organisation COVID-19 Hub](#) – a useful site signposting to the COVID-19 section of a wide range of national agencies.
- ❑ [The Wheel COVID-19 Information Hub](#). A wide range of COVID-19 resources and planning tools collated by The Wheel.

International Links

- ❑ [European Agency for Occupational Safety and Health at Work \(EU-OSHA\)](#)
- ❑ [International Standards Organisation \(ISO\) Workplaces Resources](#)
- ❑ [World Health Organisation \(WHO\) Workplace Resources](#)