



# GUIDANCE FOR YOUTH WORK ORGANISATIONS

In effect from 1<sup>st</sup> September 2021

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It is important to note that this guidance is intended to be a living document to be updated as Government advice is updated. To facilitate this process the Department has convened an Oversight Group, comprising a number of sectoral representatives and Departmental officials, who will meet regularly to review and update this document. Youth organisations and groups should develop their own protocols in line with this high-level guidance.

## Part 1 – Background and Context

This guidance has been prepared for youth services funded by the Department of Children, Equality, Disability, Integration and Youth. It succeeds and replaces previous youth sector guidance and is prepared in the broader context of the Government's Reframing the Challenge Continuing our Recovery and Reconnecting<sup>1</sup>, and the Return to Work Safely Protocol<sup>2</sup>. This guidance should be read in conjunction with that document, and any future Government advice in relation to COVID-19.

Each organisation should prepare its own organisational plans in line with this guidance. These organisational plans should be informed by each organisation's individual circumstances, in keeping with its accountability and governance structures.

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<sup>1</sup> <https://www.gov.ie/en/publication/3361b-public-health-updates/>

<sup>2</sup> <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>

## Part 2 – Overarching Guidance

Throughout the pandemic we have relied on a combination of measures, including mask wearing, physical distancing, hand and respiratory hygiene, improved ventilation, self-isolation, infection prevention and control, an emphasis on outdoors over indoors, testing and contact tracing, border controls and a range of domestic restrictive measures to suppress transmission. Measures that will remain in place will include:

From 01/09/2021	From 22/10/2021
<b>Self-Isolation/Restricted Movements</b> <ul style="list-style-type: none"> <li>Continuing requirement for: <ul style="list-style-type: none"> <li>Those with symptoms to immediately self-isolate and seek a test</li> <li>Those with a positive test result to self-isolate for 10 days</li> <li>Close contacts of a confirmed case to restrict movements unless fully vaccinated</li> </ul> </li> </ul>	<b>Self-Isolation/Restricted Movements</b> <ul style="list-style-type: none"> <li>Appropriate self-isolation of anyone with symptoms and anyone receiving a positive test result will remain an essential component of our response</li> <li>Ongoing review of guidance in relation to close contacts.</li> </ul>
<b>Physical Distancing</b> <ul style="list-style-type: none"> <li>Maintenance of physical distancing requirements for all people in all public settings in line with agreed capacity limits.</li> <li>Those awaiting full vaccination should continue to maintain physical distancing in private settings and should avoid mixing indoors with more than one other household at a time.</li> <li>No requirement for physical distancing between fully vaccinated people in private settings.</li> </ul>	<b>Physical Distancing</b> <ul style="list-style-type: none"> <li>Appropriate physical distancing requirements and visiting guidance in individual healthcare institutions and facilities based on local risk assessment and advice from infection prevention and control teams.</li> </ul>
<b>Masks</b> <ul style="list-style-type: none"> <li>Continued application of current mask wearing requirements.</li> <li>No requirement for mask wearing between fully vaccinated people in private settings</li> </ul>	<b>Masks</b> <ul style="list-style-type: none"> <li>Individual efforts to wear masks based on individual risk assessment will remain an important component of our collective response to COVID-19</li> <li>Continued application of current mask wearing requirements will continue in healthcare settings, indoor retail and on public transport.</li> <li>Facemasks may continue to be needed to be worn in certain environments as part of sector-specific measures to ensure a safe environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Formal requirements for mask wearing outdoors and in indoor private settings will be removed.</li> </ul>
<b>Ventilation:</b> Ventilation will remain a core component of our COVID-19 response. <ul style="list-style-type: none"> <li>• The HSA has published a new COVID-19 Work Safely Protocol employer checklist on ventilation</li> <li>• HSE/HPSC have updated guidance, including for non-healthcare settings, to include appropriate references to ventilation and extensive work is taking place with IPC teams on implementation and stakeholder engagement.</li> </ul>	N/A

Youth services must also have regard to current Government advice relating to the management of the COVID-19 pandemic. Services must remain vigilant in relation to public health advice, specifically on hand hygiene, cough etiquette, physical distancing, face coverings and how to identify and respond to signs and symptoms of COVID-19. Effectively communicate such advice to workers, volunteers and young people connected to the service.

All activities should have regard to all other relevant requirements and good practice e.g. child protection, safety and wellbeing of staff and volunteers.

### **Youth Work Organisations should pay particular attention to the following:**

#### **Physical Distancing**

A distance of 1 metre should be maintained between individual young people and youth workers in a youth work setting consistent with advice for schools. Youth services may wish to consider the follow options to support physical distancing:

1. Reconfigure spaces to maximise physical distancing;
2. Utilise and reconfigure all available space in order to maximise physical distancing;
3. Review operating times;
4. Reconfigure groups;
5. Consider use of live streaming; and
6. Access available spaces within the local community

**Where working with physical distances of 1 metre, face coverings should be used.**

### **Groups**

- Where possible, areas should be allocated consistently to the same youth workers and young people rather than having spaces that are shared.
- If a gathering is divided into groups, there should be clear separation of groups to ensure there is no contact between the groups. The objective is to limit contact and sharing of common facilities between people in different groups as much as possible.
- To the greatest extent possible, young people should consistently be in the same groups.
- Youth workers who move from group to group should be limited as much as possible.

### **Maximum Group Sizes**

The maximum size for a service should be calculated having regard to the space available. It should be based on ensuring that at least 1m physical distancing can be maintained and take account of any other capacity restrictions which may pertain in accordance with child protection or fire safety requirements.

### **Contact Tracing**

A record of physical attendance should be kept in order to facilitate rapid contact tracing. Staff should know and self-monitor for the symptoms of COVID-19. If they have symptoms, they should self-isolate and contact their GP without delay.

## Part 3 – Youth Sector Guidance

**Please note that all guidance provided in the table below is indicative and is subject to ongoing public health advice. In the delivery of services, youth services should take account of local factors such as the developing disease profile in their area, seeking HSE advice where necessary. Services should follow the procedures in Part 4 – Organisational Guidelines.**

Effective from	01/9/21	06/9/21	20/9/21	22/10/21
<b>Remote working i.e. online</b>	<ul style="list-style-type: none"> <li>Remote forms of service delivery should be utilised to limit congregation as far as possible</li> </ul>	<ul style="list-style-type: none"> <li>Remote forms of service delivery should be utilised to limit congregation as far as possible</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at work for specific business requirements may commence on a phased and staggered attendance basis</li> </ul>	Continued use of remote forms of service can be used at the youth organisation's discretion.
<b>Structured group work</b>	<ul style="list-style-type: none"> <li>Remotely where possible and appropriate.</li> <li>Groups of up to 6 may operate indoors, subject to appropriate public health measures e.g, physical distancing, face masks. The preferred form of service delivery remains outdoors.</li> <li>May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in</li> </ul>	<ul style="list-style-type: none"> <li>Remotely where possible and appropriate</li> <li>Groups of up to 6 may operate indoors, subject to appropriate public health measures e.g, physical distancing, face masks. The preferred form of service delivery remains outdoors.</li> <li>May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as</li> </ul>	<ul style="list-style-type: none"> <li>Remotely where possible and appropriate.</li> <li>Groups of up to 100 where all persons have proof of immunity (vaccinated or recovered) can meet indoors with appropriate protective measures</li> <li>For mixed groups meeting indoors– with and without proof of immunity: Pods of up</li> </ul>	Remaining restrictions on attendance at indoor activities are removed (services should continue to implement protective measures such as isolating if symptomatic, face coverings where appropriate etc.)

	place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.	practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.	to 6 participants will be permitted (excluding adult leaders/teachers) Multiple pods will be permissible subject to protective measures. Number of pods will have regard to the size of venue and substantial social distance between individual pods or 1m distancing between individual participants in classes, face masks where appropriate, well ventilated spaces etc).	
<b>Unscheduled interventions</b>	<ul style="list-style-type: none"> <li>• Remotely where possible and appropriate.</li> <li>• Groups of up to 6 may operate indoors. The preferred form of service delivery remains outdoors.</li> <li>• May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in</li> </ul>	<ul style="list-style-type: none"> <li>• Remotely where possible and appropriate.</li> <li>• Groups of up to 6 may operate indoors. The preferred form of service delivery remains outdoors</li> <li>• May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as</li> </ul>	<ul style="list-style-type: none"> <li>• Restrictions on outdoor activities are removed</li> </ul>	<ul style="list-style-type: none"> <li>• Remaining restrictions on indoor activities are removed.</li> </ul>

	place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.	practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.		
<b><i>Outreach / Detached work</i></b>	<ul style="list-style-type: none"> <li>• Remotely where possible and appropriate.</li> <li>• Groups of up to 6 may operate indoors. The preferred form of service delivery remains outdoors.</li> <li>• May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.</li> </ul>	<ul style="list-style-type: none"> <li>• Remotely where possible and appropriate.</li> <li>• Groups of up to 6 may operate indoors. The preferred form of service delivery remains outdoors.</li> <li>• May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.</li> </ul>	<ul style="list-style-type: none"> <li>• Same as structured group work Above</li> </ul>	Remaining restrictions on indoor activities are removed.
<b><i>Home visits</i></b>	<ul style="list-style-type: none"> <li>• Home visits can take place</li> </ul>	<ul style="list-style-type: none"> <li>• Home visits can take place</li> </ul>	<ul style="list-style-type: none"> <li>• Home visits can take place</li> </ul>	<ul style="list-style-type: none"> <li>• Home visits can take place</li> </ul>
<b><i>Residential</i></b>	<ul style="list-style-type: none"> <li>• May take place. The services should follow all public health guidance with particular attention to the sector specific guidance set out in Failte</li> </ul>	<ul style="list-style-type: none"> <li>• May take place. The services should follow all public health guidance with particular attention to the sector specific guidance set out in Failte Ireland's "Guidelines to Re-opening".</li> </ul>	<ul style="list-style-type: none"> <li>• May take place. The services should follow all public health guidance with particular attention to the sector specific guidance set out in</li> </ul>	<ul style="list-style-type: none"> <li>• Remaining restrictions are removed.</li> </ul>

	Ireland's "Guidelines to Re-opening". <sup>i</sup>		Faillte Ireland's "Guidelines to Re-opening".	
<b>Scouting and Guiding Camps</b>	<ul style="list-style-type: none"> <li>May operate camps with individual groups of up to 15 participants</li> <li>May operate multiple groups if sufficient space is available</li> <li>There should be no mixing between groups</li> </ul>	<ul style="list-style-type: none"> <li>May operate camps of up to 15 participants</li> <li>May operate multiple groups if sufficient space is available</li> <li>There should be no mixing between groups</li> </ul>	<ul style="list-style-type: none"> <li>Restrictions on outdoor activities are removed</li> <li>In the event that camps are taking place in an indoor setting the numbers for structured group work as set out above apply</li> </ul>	Remaining restrictions on indoor activities are removed.
<b>Large group events</b>	<ul style="list-style-type: none"> <li>Remotely</li> <li>May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.</li> </ul>	<ul style="list-style-type: none"> <li>Remotely</li> <li>May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15.</li> </ul>	<ul style="list-style-type: none"> <li>Restrictions on outdoor activities are removed</li> <li>Groups of up to 100 indoors where all persons have proof of immunity (vaccinated or recovered) with appropriate protective measures</li> <li>For indoor mixed groups – with and without proof of immunity: Pods of up to 6 participants will be permitted (excluding adult leaders/teachers).</li> <li>Multiple pods will be permissible subject to</li> </ul>	<ul style="list-style-type: none"> <li>Remaining restrictions on indoor activities are removed.</li> </ul>

			protective measures. Number of pods will have regard to the size of venue and substantial social distance between individual pods or 1m distancing between individual participants in classes, face masks where appropriate, well ventilated spaces etc).	
<b>Advocacy work</b>	Should take place remotely unless office attendance is absolutely essential	Should take place remotely unless office attendance is absolutely essential	Attendance at work for business requirements may commence on a phased basis	Can take place
<b>Support and training of youth worker / volunteer</b>	Move primarily online Limit congregation as far as possible	Move primarily online Limit congregation as far as possible	Attendance at work for business requirements may commence on a phased basis	Can take place in person
<b>Work meetings</b>	Should take place remotely unless attendance is absolutely essential	Should take place remotely unless attendance is absolutely essential	Attendance at work for business requirements may commence on a phased basis	Can take place in person
<b>One to one work</b>	<ul style="list-style-type: none"> <li>• Remotely</li> <li>• Meetings may take place</li> </ul>	<ul style="list-style-type: none"> <li>• Remotely</li> <li>• Meetings may take place</li> </ul>	Meetings may take place	Meetings may take place
<b>International youth work</b>	<ul style="list-style-type: none"> <li>• Remotely</li> </ul>	<ul style="list-style-type: none"> <li>• Remotely</li> </ul>	International youth work can resume. All workers should follow the public	International youth work can resume. All workers should

			health advice on international travel.	follow the public health advice on international travel.
<b>Opening of premises<sup>3</sup></b>	Based on a risk assessment and having regard to public health guidance the premises may open	Based on a risk assessment and having regard to public health guidance the premises may open	Having regard to public health guidance the premises may open (subject to numbers set out in Structured Youth Work section above)	Can open
<b>Transport</b>	<p>Youth service transport can operate at 100% capacity with additional measures as below:</p> <ul style="list-style-type: none"> <li>• Pre-assigned seating to ensure that individuals are seated beside siblings or group mates</li> <li>• Additional hygiene and cleaning measures on board buses, including availability of sanitiser</li> <li>• Wearing of face coverings for young people over 13 years of age, with limited exceptions for medical reasons or special needs</li> <li>• Contact tracing log must be in operation</li> </ul>	<p>Youth service transport can operate at 100% capacity with additional measures as below:</p> <ul style="list-style-type: none"> <li>• Pre-assigned seating to ensure that individuals are seated beside siblings or group mates</li> <li>• Additional hygiene and cleaning measures on board buses, including availability of sanitiser</li> <li>• Wearing of face coverings for young people over 13 years of age, with limited exceptions for medical reasons or special needs</li> <li>• Contact tracing log must be in operation</li> </ul>	<p>Youth service transport can operate at 100% capacity with additional measures as below:</p> <ul style="list-style-type: none"> <li>• Pre-assigned seating to ensure that individuals are seated beside siblings or group mates</li> <li>• Additional hygiene and cleaning measures on board buses, including availability of sanitiser</li> <li>• Wearing of face coverings for young people over 13 years of age, with limited exceptions for medical reasons or special needs</li> <li>• Contact tracing log must be in operation</li> </ul>	<p>Youth service transport can operate at 100% capacity with additional measures recommended as below:</p> <ul style="list-style-type: none"> <li>• Pre-assigned seating to ensure that individuals are seated beside siblings or group mates</li> <li>• Additional hygiene and cleaning measures on board buses, including availability of sanitiser</li> <li>• Wearing of face coverings for young people over 13 years of age, with limited exceptions for medical reasons or special needs</li> <li>• Contact tracing log must be in operation</li> </ul>



## Part 4 – Organisational Guidelines

**This is an indicative list and organisations should refer to other Government advice as appropriate.**

The health and wellbeing of young people, volunteers and staff is the paramount consideration at all levels of the plan. It is recognised that services will need to take account of the individual circumstances of staff and service users in the planning of future provision and will also need to be able to respond flexibly where individual circumstances or broader contextual factors change. In this regard, at least one lead representative should be appointed and charged with ensuring that COVID-19 measures are strictly adhered to.

### Operational Premises (both rented and owned)

- Appropriate signage should be prominently displayed
  - see [www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/](http://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/)
  - and [www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-translated-resources/](http://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-translated-resources/)
- Cleaning of work areas must be conducted at regular intervals.
- Hand hygiene should be supported through the provision of sanitiser.
- Where possible, an area should be identified and made available to isolate a person who becomes unwell on the premises.

### Staff Management

- Develop risk-based plans for the preparedness and implementation of measures during each level
- Update the organisation's COVID-19 Response Plan according to section E.1 of the Return to Work Safely Protocol.
- Organisations should implement COVID-19 prevention and control measures to minimise risk to workers, volunteers and young people.
- A contact tracing log should be developed, updated and made available to staff<sup>4</sup>.
- Staff and volunteers should monitor adherence with physical distancing and other rules set out in Government guidance documents.
- Face coverings and gloves should be utilised in line with Government advice.
- In the event of a suspected case in the organisation all Government advice should be followed, as appropriate. See the Return to Work Safety Protocol for more information <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol>
- Employers have an obligation to provide relevant training to staff on COVID-19 issues.

### Staff, volunteers and young people in higher risk categories according to HSE guidelines

- Special arrangements should be put in place for staff, volunteers and young people in higher risk categories according to HSE guidelines e.g. youth workers with underlying conditions, or living with people with such conditions, should be informed of their right not to undertake face-to-face work.
- Return to work and risk assessment templates might be helpful to organisations in this regard – sample templates are attached at appendix 2 and 3 respectively.

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<sup>4</sup> Template at appendix 4

## Identification and Isolation Procedures

- Organisations should update policies and procedures for prompt identification and isolation of workers, volunteers or young people who may have symptoms of COVID-19, as appropriate.
  - Organisations will:
    - Provide appropriate training, online and/or onsite, for all workers and volunteers.
    - Keep a log of contact/group work to facilitate contact tracing.
    - Inform young people, workers, volunteers and others of the purpose of the log.
    - Provide up to date information on the Public Health advice issued by the HSE and Gov.ie.
    - Provide instruction for workers and volunteers to follow if they develop signs and symptoms of COVID-19 during work or if a young person develops signs and symptoms of COVID-19 while availing of a youth service.
  - Workers and volunteers will:
    - Make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.
    - Self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms.
    - Report to managers immediately if any symptoms develop during the shift.

## Occupational Health and Safety

- All existing Occupational Health and Safety provisions will continue to apply to all workplaces during this time and further information and advice is available on the Health and Safety Authority website [www.hsa.ie](http://www.hsa.ie)

## Communications

- Services should ensure that they have a plan to communicate the guidance, return to work procedures, and additional public health measures required in line with the most recent Government guidelines to their stakeholders.
- The key to a safe and continued return to work requires strong communication and a shared collaborative approach between employers, workers and volunteers.
- Tailored communications for young people and their families should be developed.

## Part 5 – Monitoring and Communications

This guidance has been prepared by the Department in conjunction with representatives of the youth sector<sup>5</sup>. This Oversight Group will continue to meet following the issuance of this guidance to keep it under review, ensure it is updated and provide additional detail and clarification as appropriate. As a living document, it is anticipated that the guidance will be regularly updated in response to evolving public health guidance and emerging need.

The Department, with the support of the Oversight Group, is committed to communicating regularly with the sector. All future versions of the guidance will be circulated to the sector immediately upon approval.

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<sup>5</sup> The group contains representation from Crosscare, ETBI, Foróige, National Youth Council of Ireland, Scouting Ireland and Youth Work Ireland.

## Appendix 1 – Risk Assessment Prompt Sheet

<b>Risk Assessment Prompt Sheet</b>
<b>Re: COVID -19 – Social Distancing and Safe Workplaces</b>
<b>Name of Service</b>
<b>Person completing assessment</b>
<b>Date completed</b>
<b>Social Distancing</b> is keeping a 2 metre (6 feet) space between you and other people to decrease and interrupt the spread of COVID-19. You should not shake hands or make close contact where possible.
<b>Safe Workplaces</b> includes measures we will take prior to re-opening and whilst open.
The following is a non-exhaustive list of prompts to be considered around the resumption of full service provision. Individual services may wish to use this prompt sheet to inform their own existing risk register.

Actions prior to opening up		
No.	Action	Completed
1	In relation to legionella, if there was regular flushing/running of all water outlets then there is no need for action otherwise it would be useful to book sampling/testing now or go straight to planning to disinfect prior to full reoccupation.	
2	Ventilate all rooms.	
3	Ensure all waste collections are still taking place or do they need to be scaled back up.	
4	Check for rodent activity/droppings and set traps if necessary.	
5	Ensure heater/boiler timings have been updated to summer time.	
6	With respect to canteen facilities plan for staggered breaks and floor markings for queues.	
7	Check that dishwashers are not set on eco wash settings (low temperature).	
8	Disinfect milk cartons etc. that come into the premises before they are put in the fridge.	
9	Have designated area for post opening and gloves and letter opener and sanitiser to hand.	
10	Put a system in place for receiving deliveries	
11	Inform first aiders on new protocols in case person becomes unwell or action in event of heart attack ( CPR)	
12	Write up a cleaning schedule	

Work Environment Controls				
No	Action	Yes	No	N/A
13	Is there current capacity in the service to comply with the social distancing requirements? Assess the premises based on the numbers of workers and service users/ young people that may be in the building safely at any one time If No, consider the following:			

	<ul style="list-style-type: none"> <li>• Introduction of flexible shifts, staggered shifts, extended opening hours, weekend working</li> <li>• Redeploying staff to other appropriate buildings in the vicinity where such capacity exists</li> <li>• Alternate staff to work between base and home</li> <li>• What priority service can safely be offered to service users/ young people</li> <li>• Appointment-based service only in designated spaces where social distancing is possible.</li> <li>• Extension of telephone and online supports</li> </ul>			
14	As far as is reasonably practicable, can non fire doors within internal buildings be left open to avoid the risk of potential contamination?			
15	Is there a documented cleaning schedule in place for each work location?			
16	Has consideration been given to additional partitioning /protective perspex screening between workstations and at reception areas where appropriate?			
17	Are there appropriate hand washing facilities available?			
18	Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels, anti-bac hand gel			
19	Is there an adequate number of waste bins?			
20	Has appropriate COVID-19 signage been prominently displayed throughout the work location?			

Work Practice Controls				
21	Has access to work locations been restricted to rostered staff only, as far as is reasonably practicable?			
22	Has consideration been given to floor markings to demonstrate minimum distancing between staff and others to encourage social distancing?			
23	Are work breaks staggered in order to maintain social distancing requirements?			
24	Are meetings held via teleconference to ensure compliance with social distancing requirements?			
25	Is the use of communal areas (meeting rooms) restricted to ensure social distancing is maintained?			

26	Are staff aware of respiratory hygiene and cough etiquette?			
27	Do staff adhere to respiratory hygiene and cough etiquette?			
28	Are staff familiar with hand washing technique/ guidelines			
29	Are all drinking cups/glasses thoroughly washed and cleaned between each use?			
30	Are waste bins emptied, cleaned and sanitised on a regular basis?			
31	Are staff instructed to bring minimal personal belongings into the workplace to avoid risk of contamination?			
32	Have staff been instructed to clean and sanitise their workstation at the start and end of each shift?			
33	Have staff been instructed to clean and sanitise communal equipment (e.g. photocopier, printer) before and after each use?			
34	Is there a protocol in place in the event an employee becomes unwell and believes they have been exposed to COVID-19			
35	Maintain sign in sheet in order to facilitate contact tracing if necessary			

#### **Local Response Plan**

Please provide a high-level overview here as to the rostering and shift patterns of workers in order to safely implement social distancing. Also detail the type of service provision to young people/ service users and how this will be done safely.

## Appendix 2 - Pre-Return to Work Questionnaire COVID-19

### **Pre-Return to Work Questionnaire COVID-19**

This questionnaire must be completed by workers at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name of Employee: \_\_\_\_\_ Name of Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms 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 1m for more than 15 minutes accumulative 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.	Have you been advised by your doctor that you are in an at risk group? If yes, please liaise with your doctor and Manager re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

## Appendix 3 - Return to Work Induction Meeting

### **Return to Work / Induction Meeting COVID-19**

Name of Employee: \_\_\_\_\_ Name of Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

	Wellbeing & Health and Safety	Comments
1.	General update: How are they doing, how did the pandemic affect them?	
2.	How are they feeling about returning to the workplace?	
3.	Discuss their self-care and how they are/can protect their wellbeing.	
4.	Discuss current situation in relation to sick leave policy (if relevant)	
5.	Discuss local response plan/ new measures to address risk of COVID-19 (including current advise on PPE , social distancing)	
6.	Discuss changes to health and safety practice and levels of responsibility, including what to do if a worker/young person becomes unwell.	
7	Discuss if there are any other circumstances relating to COVID-19, not included, which they need to disclose/ ask to allow their safe return to work.	

## Appendix 4 – Contact Tracing Log

### Contact Tracing Log

To ensure the Safety & Health of everyone, this contact log should contain details of **all persons** on site, or involved in any off-site activity, on any given day. This includes employees, service users, visitors etc. This will assist in contact tracing should a person be confirmed as positive. To protect the privacy of people's data, the entries should be completed by a worker and the log not given to non-employees. The logs are to be stored in a safe manner and a log that is more than 14 days old is to be destroyed. A new log is to be filled in daily.

Name	Reasons for being at the service? If a service user, name the worker they are coming to see	Mobile Number	Total time in the service	Was 1m distance maintained at all times? Yes /No

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<sup>i</sup> Available at <https://covid19.failteireland.ie/operational-guidelines/>