

An Updated Manual for the Not-for-Profit sector Returning to Operations after October 2021

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Liam Scollan

www.liamscollan.ie

liamscollan@gmail.com

Executive coaching and strategic planning for the not-for-profit sector

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Users are advised to consult with and keep up to date with official government advice available on www.gov.ie as guidance may change after the date of this manual's publication. Also organisations should check if there are specific guidelines published by their own sector or national body.

Date 21st Sept 2021

1 Introduction

1.1 Updated version

This manual provides a generic template by which not-for-profit organisations can structure their return to operations and assemble the documentation required by Covid-19 official guidance. It enables users to work through step by step from beginning to end by completing the questions and tables provided. *Users are advised to consult with and keep up to date with official government advice available on www.gov.ie as guidance may change after the date of this manual's publication. Also organisations should also check if there are specific guidelines published by their own sector or national body.*

This latest manual is not meant as a substitute for Government guidance and users are strongly advised to keep up to date with the websites suggested in the manual and any special guidance from their own sector. All those managing the return to work or activities are advised to read the latest Government guidance:

- Reframing the Challenge: Continuing our Recovery and Reconnecting <https://www.gov.ie/en/publication/3361b-public-health-updates/>
- The Government's Resilience and Recovery 2020-2021: Plan for Living with Covid-19 <https://www.gov.ie/en/publication/e5175-resilience-and-recovery-2020-2021-plan-for-living-with-covid-19/>
- Guidance to all employers for returning safely to work is still provided in the Return to Work Safely Protocol: <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/?referrer=http://www.gov.ie/en/publication/bb7fd-work-safely-protocol/>

1.2 Work-book format

The manual is laid out like a workbook drawing together the key steps to re-open, re-operate and document as required. It contains blank tables for you to complete. If there are not sufficient spaces then add as many as you need.

Key aspects of Government guidance are summarised in easy-to-use steps. However, references are also provided throughout the manual so that you can refer to more detailed guidelines.,

2 Introducing this October 2021 edition

2.1 The original response in a crisis

This Ready and Returning manual started life in April 2020 having grown out of a call by communities for a practical easy-to-use, step by step guide to following the various protocols. The manual adapted to new changes over the past 18 months and has been shaped by feedback from many of the 1,000 voluntary groups who have used it so far.

2.2 The “judgement” challenge from October 2021

The anticipated removal of restrictions on the 22nd October, 2021 signals both

- the removal of the vast majority of protective measures and regulations and
- an even greater challenge for many voluntary groups. to exercise “personal judgement and personal protective behaviours.”

Operating safely from October 2021 is still a rather complex challenge for voluntary groups which have responsibilities to run centres, often without any direct formal guidance on the protocols to follow.

Many people still feel vulnerable, are still in a lock-down mode of thinking, fearful of getting the virus and most of all mindful of their responsibilities towards those who use their services. October and beyond will require from community leaders really sound judgements reflecting the diversity of the people they serve.

2.3 Re-building teams and operations

Covid has been a time when many voluntary Boards and teams have become dispersed or reduced. Confusion and the tension of varying views on Covid and re-opening could well add further pressures to team cohesion and spirit. Once again this manual has adapted to provide some practical tools to re-open safely and agreeably by:

- Providing a means by which groups, small and large, can make balanced decisions about the manner in which they re-open;
- Offering practical tools by which voluntary groups can re-open while respecting the feelings, beliefs and health conditions of their diverse users;
- Suggesting ways, for larger groups in particular, to manage new issues such as testing, vaccination, working from home and the right to disconnect;
- Updating the re-opening protocols so that organisations can revise (mainly downwards) the current Government guidance.

3 Adapted for different scales of activity

3.1 Tools for smaller to larger organisations

Chapter 4 “Pathway to returning to operations” is relevant to all sizes of organisations. It contains mechanisms for determining risk, ways of identifying real levels of caution within groups going back to activities and it uses simple tools to create or update a post 22nd October response plan making it particularly useful for small organisations.

Sections 4.6 and 4.7 provide an abridged version of the covid protocols and adds some new considerations which have been precipitated by Covid-19 e.g. home-working. It will help those who are scaling down their preventative measures as well as those who want a checklist in one place of measures they may want to know more about. References with more information are included in many cases.

In summary it deals with:

- Identifying overall responsibilities
- How to carry out a risk analysis and how to make decisions even if not all the facts are clear
- Sharing responsibilities
- Preventative actions including physical measures and human resources measures
- Planning controls measures in the event of a suspected case and
- Communications and training

3.2 Documentation

Chapter 5 will be largely more useful for bigger organisations as they wind down the protocols and decide which they may wish to retain. It will also be a useful reference point for smaller organisations which may find they want to draw on parts.

This Chapter (Preparing documentation including Response Plan) assists voluntary bodies in compiling the Response Plan required and the additional documentation which will need to be on file. It does this by providing additional templates for completion as well as incorporating some of the information compiled in Chapter 4. The templates contain additional items such as vaccination and homeworking and updated links pertaining to Government policy and Resilience and Recovery: The Path Ahead.

It helps you assemble the information provided in the above steps to create the documentation and Response Plan required by Covid-19 guidance.

- Policy Statement
- Responsible Persons Task Register
- Employer Information
- Prevention and control measures

- Return to work forms
- Contact Logs

3.3 Additional management challenges

Chapters 6 to 10 address ways of managing additional challenges that have emerged as a result of Covid, namely:

- Building a constructive open atmosphere by addressing people's concerns early on
- Dealing with the complexities of mixed vaccination status
- Exploring the choice of homeworking
- Cyber security and
- The new rights under the right to disconnect

3.3.1 Chapter 6 How I feel about coming back: Questionnaire template

This questionnaire supports the content in Section 4.4 and relates to the additional (optional) consultation you may wish to undertake as you re-open for work. It provides a template that you can adapt to help your organisation engage your workers and create a stronger sense of inclusivity and empowerment.

3.3.2 Chapter 7 Vaccination Policy Outline

This addresses the challenging considerations around how the not-for-profit sector might manage the workplace in situations where some people may be vaccinated and some people may not and where there are different opinions on the matter. A full Vaccination Policy template is available separate to this manual for those completing the Ready and Returning Session. It is designed to enable voluntary sector workplaces to manage these issues in a fair, open, safe and inclusive manner.

3.3.3 Chapter 8 Homeworking Policy template

An acceleration in remote digital working from home has been one of the long-term impacts of Covid-19. We provide a template by which not-for-profit bodies can quickly and easily develop their policy for enabling employees or volunteers to work from home. A summary outline is contained in this chapter of the manual and the full policy template is provided under separate cover to this manual for those completing the Ready and Returning Session.

3.3.4 Chapter 9 Cyber and paper file security when working from home

Measures to control and prevent the spread of COVID-19 will involve more people working remotely than usual. We provide some tips to keep personal data safe when working away from the office.

3.3.5 Chapter 10 The Right to Disconnect

A new Code of Practice called "The Right to Disconnect" was introduced by the Government in April 2021.

The Right to Disconnect refers to an employee's right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours.

A summary outline is contained in Chapter 10 of this manual and the full policy template is provided under separate cover to this manual for those completing the Ready and Returning Session.

3.4 Chapter 11 Checklist for mitigating against Covid-19 related claims

In response to concerns raised by many organisations I have included in this second edition a checklist of actions to help mitigate against the risk of covid-19 related compensation claims.

3.5 Chapter 12 Official References

The post Covid-19 world is an ever evolving one and official guidance evolves with it. It is strongly advised to keep up to date with the main sources of Government advice and with the references which are provided here.

4 Returning safely as a team to operations

4.1 Introduction

Despite the fact that restrictions are being largely lifted as of 22nd October 2021 the reality is that many people are in different states of preparedness for re-tuning.

We first understand the possible impacts suffered by colleagues and then see how we can sensitively plan our re-openings so that we re-build our teams rather than lose them and attract back our service users.



4.2 Mental Health and Wellbeing – checking in

4.2.1 Wellbeing explained

Covid-19 has taken a huge toll on our mental health and wellbeing. As we enter late 2021 we can remind ourselves of the challenges many of our colleagues will have faced:

Physical security from having enough food to having a roof over our heads.

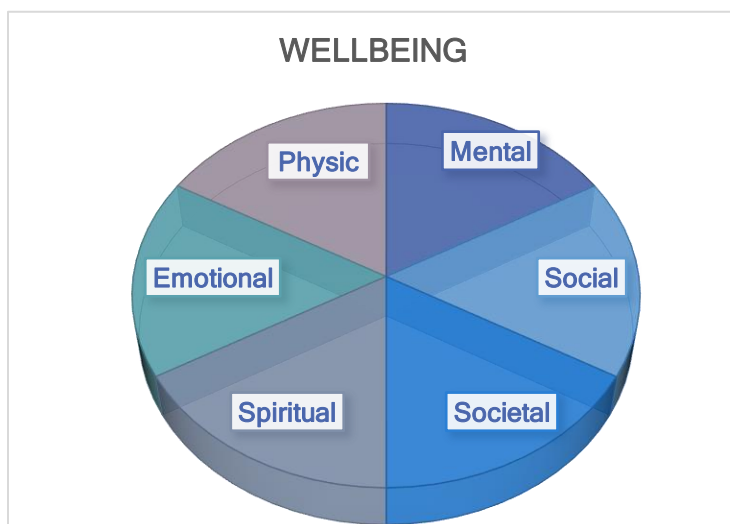
Mental health to cope with the new pressures of a much changed environment.

Being able to socialise with others inside and outside the workplace.

Societal acceptance of me or the group/gender or ethnicity I belong to.

A spiritual belief system that helps me make sense of life.

An emotional sense of balance that enables me to manage my moods and my reactions to events around me.



4.2.2 Informally checking with our committees, volunteers and staff

Look in/look around	Ask questions	Be honest with each other
Mental health	Are we ok? See chart above.	
Vision	Why does our organisation exist?	
Capacity	Can we still serve?	
Change	Are we prepared to do this differently?	
Additional effort	Who will step up for extra work?	
Resources	Have we the resources to re-open?	

4.3 Formally checking on our ability to return to operations - useful for small groups

4.3.1 Introduction

Please note many sectors may have their own national guidelines. This is aimed at those sectors which have no national or sector guidelines to follow. The test below is designed to support groups to conclude on the level of caution they will apply when returning to operations. The test can be seen as a simple form of risk identification and measurement upon which protocol decisions can be based, as seen in section 4.5 below. Each person in the group anonymously completes the short questionnaire below. All results are added up and the resulting score gives your whole group an indication of the level of caution you might apply when returning to operation.

Give yourself a score for each question below. Higher scores indicate increased reasons for caution. First read the definition of “Very High” and “High Risk” persons.

<https://www2.hse.ie/conditions/covid19/people-at-higher-risk/overview/>

4.3.2 Questionnaire

(Please remember even if you are one of many of us who freak at numbers, remember that there will usually be someone in your group who loves numbers and will work it out below!!)

Question	Yes	No	Your Score
I belong to a very high or high risk group	Yes = 10	No = 0	
I am fully vaccinated or am covid immune	Yes = 0	No = 7	
I am in regular close contact with a person who is categorized as “vulnerable”	Yes = 7	No = 0	
I am in regular close contact with a person who is not vaccinated	Yes = 6	No = 0	

My own estimate of the degree of personal caution I wish to exercise	Score between 1 and 10, with towards 10 indicating high caution and towards 0 indicating low caution.	
My own estimate of the degree of caution I feel my group should exercise	Score between 1 and 10, with towards 10 indicating high caution and towards 0 indicating low caution.	
Total score	Will be between 0 and 50	

4.3.3 Caution chart guide for individual

Caution level	Low	Medium	High
Individual score	0 to 12	13 – 30	31 -50
Colour code	up to 24%	Between 25 and 60%	Over 60%

4.3.4 Caution chart guide for group

Simply add up the total scores of all group members and use the final total to estimate the level of caution which is indicated.

You can calculate the % caution and therefore the colour code for the group by:

1. Adding up all the individual scores to find THE GROUP TOTAL SCORE
2. FINDING THE GROUP MAXIMUM SCORE POSSIBLE by multiplying the number of people who took the questionnaire by 50
3. Now, divide 100 by the maximum possible score for the group (e.g. 250 above) and multiply by the total score for the group (e.g. 167 above) gives you the percentage and therefore the colour code!

Example

Five people are in the group. Assign numbers randomly to your group members to further preserve anonymity.

Person	1	2	3	4	5	Group Total	% of group max score of 250
Scores	42	23	19	39	45	168	67%

In this example the total scores indicate how this group might discuss and make decisions about how they get back in action with an indication that a high level of caution should be exercised.

Both the total scores and the individual scores can then be used by the group to make careful decisions about how they get back into operation and even how individuals in the group can further adjust their own behaviour based on their own personal score.

4.4 Deciding on which level of risk to apply in returning to operations – useful for smaller groups.

4.4.1 Using the caution guide as a way of judging the scale of protocols

We can now use the group scores above and the level caution identified for our group to practically judge for ourselves which protocols we might drop and which we can retain. Firstly, let's look at risk management more generally.

4.4.2 Risk and how to measure it

Risk is a situation involving exposure to danger, or a threat requiring something to be protected.

The basic approach to measuring risk is to ask two questions:

- What is the likelihood that a specific dangerous situation will happen?
- How severe will the impact of that happening be?

For further reference and to see a risk register template refer to Workplace Protection and Improvement Guide; Annex A page 34; NSAI or click below:

<https://www.nsa.ie/images/uploads/general/NSAI-COVID19-Guidelines-Workplace-20201023.pdf>

4.4.3 Relevance to legal claims

The Safety, Health and Welfare at Work Act 2005 requires an employer to take reasonable measures, perform risk assessments and put in place appropriate measures to remove or mitigate these risks. Therefore, risk assessment and the safety measures that flow from it will constitute the grounds for defence for an employer/volunteer manager/building owner in the event of possible claims for damages as a result of Covid-19 in the workplace. See also Chapter 5 Checklist for mitigating against Covid-19 related claims

4.4.4 How to develop protocols based on risk post 22nd October 2021

In 4.3 above your group will have gauged their own level of preparedness and their desired level of caution on returning to activity with the group. The resulting score for the whole group will give an indication of which level of caution you may apply below" low, medium or high.

The group will therefore have decided whether it wants to operate with a low, medium or high level of caution. In the table below the group can view all the protocols described later in this manual and decide what degree of caution it will apply each safety measure. The first three measures, physical distancing, masks and ventilation are highlighted in the Government's Reframing the Challenge guidance as measures of continued importance for certain groups. The rest of the measures are in alphabetical order.

By deciding below which of the three columns best match your organisation and by making any further changes to match your individual needs your organisation will be able to define its protocols in a varied and group sensitive fashion.

Please note that the choices given below for each level of caution are meant to be indicative only and groups should satisfy themselves of the specific measures under each of the three caution levels.

See next page:

(Please note that voluntary groups providing services to vulnerable groups or who are subject to the guidelines of the HSE or other national or sectoral bodies will need to apply the protocols advised by these bodies rather than those set out below.)

Safety measure	Low caution	Medium caution	High caution
Physical distancing	None	Respect physical distance more than normal	1 or 2m
		No pods	Pods of 6
Masks	None	Only when moving around or At individuals discretion	Adults, and children over 13 years of age at all times except when eating or for other medical reasons
Ventilation	Normal levels	Windows open	Entry and exit doors remain open
Cleaning actions	Normal routines	Heightened levels	Regular cleaning of frequently touched spots
Customer facing roles	Observe basic covid etiquette always.	Observe basic covid etiquette always. Wear masks and observe social distancing until 9 th Nov 2021 and check with users/customers thereafter if they wish to observe these protocols.	Observe basic covid etiquette always. Wear masks and observe social distancing as a norm and check with users/customers if it is ok to discard these measures.
Hand hygiene	Provide sanitiser	Provide sanitiser	Availability of hand sanitizer on entry
Induction/training in covid safety	Yes	Yes	Yes
Legionella	Normal health and safety precautions	Normal health and safety precautions	Normal health and safety precautions
Online or face-to-face?	Face-to-face	Face to face but with vigilance around covid safety measures above.	Consider blended options where some events or meetings are online. For face-to-face exercise the covid safety measures above.
Movement of people	No rules	Respect social distance Wear masks when moving	Separate entry and exit

Respiratory hygiene	Observe covid-19 cough and respiratory etiquette	Observe covid-19 cough and respiratory etiquette	Observe covid-19 cough and respiratory etiquette
RADT Testing	No	Consider for use in higher risk environments	Consider introduction when available
Return to work form/questions	Leave to personal judgement	Leave to personal judgement but clearly display the questions	Verbally check if it's a "no" or "yes" to the government return to work questions
Suspected case	Implement emergency protocols immediately	Implement emergency protocols immediately	Implement emergency protocols immediately
Temperature testing	No	No but review if high risk situations are likely	Consider use of temperature testing If not, review if high risk situations are likely
Tracing logs (CI)	Recommended	Yes	Yes
Travelling in groups	Operate at 100% capacity. Continue additional hygiene measures (cleaning and availability of sanitizer)	Operate at 100% capacity. Continue additional hygiene measures (cleaning and availability of sanitizer) Encourage face masks where permitted and ventilation where possible.	Operate at 75% capacity. Continue additional hygiene measures (cleaning and availability of sanitizer) Wear face masks where permitted and ventilation where possible.
Vaccination status	No. Left to self-discretion	No. Non-vaccinated advised to exercise caution.	Consider requesting proof of cert in higher risk situations and where it is permitted under GDPR.
Vulnerable persons	Avoid environments exercising low caution	Exercise high caution	Exercise high caution
Using shared facilities	Call a meeting of all users and reach agreement common protocols across the whole building and protocols for each user organisation.	Call a meeting of all users and reach agreement common protocols across the whole building and protocols for each user organisation.	Minimise attendance at buildings where protocols are mixed or unclear.

Wellbeing	Check in with your team at least every two months	Rebuild your team. Check in with your team at least every month.	Rebuild your team. Check in with your team very regularly Consciously plan wellbeing activities
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4.4.5 Suggestion on how to manage return to multi-use centres

Many centres facilitate use by a wide diversity of groups with varying requirements for safely returning. In these cases it is helpful for the management of the centres concerned to bring together all the users and agree which remaining protocols are required and how these could be shared out. The table below is indicative only and voluntary groups will adapt it to their own circumstances.

Sharing multi-use spaces

Task	Community Centre	Hirer
Cleaning/legionella	Building-wide regular cleaning, sanitization and safety	Clean and sanitize the space after you are finished, noting frequently touched spaces
Communications	Display agreement. Appoint Lead Board member or volunteer	Communicate with Community Centre Lead Member
Contact tracing	Details of hirer	Details of all attendees
Costs	Consider sharing additional costs	Additional contribution to overall building usage costs
Entry/Exit	Ensure availability of separate room entry and exit	Observe protocols for your group and /or for the building
Management	Call meeting of all hirers and agree joined up protocols	Participate in meeting and agree joined up protocols
Respiratory hygiene (coughing/sneezing)	Embed safe culture	Embed safe culture in your group
PPE/Face Coverings	Make spares available	Observe protocols for your group and /or for the building
Hand sanitizer	Make available at entry and exit	Use hand sanitizer provided
Signage	Building wide signage	Any additional signage for your group
Social distance	Retain room social distance capacities	Observe social distance capacities for your group
Suspected case	Provide designated space or equivalent	Immediately isolate suspected cases in designated space
Rostering of usage	Maximise separation for vulnerable groups	Re-adjust to maximize separation for vulnerable groups
Ventilation	Ensure it is possible	Apply it according to your group's needs

4.5 Formally checking our ability to return - useful for larger organisations and with employees

4.5.1 How I feel about coming back: Conducting a workplace questionnaire

We can take a further step of conducting a workplace questionnaire which gauges how our employees or volunteers feel about returning to work, what changes might make this better and how best to manage changes around homeworking, vaccination and other potentially difficult issues. A sample workplace questionnaire is provided in Chapter 6 of this manual.

Essentially the questionnaire aims to create an open and respectful discussion about issues where people may have differing views

4.6 Overall management of covid Response and key responsibilities

4.6.1 Overall management of covid response post October 2021

Post 22nd October 2021 Covid will continue to be present. While it may well cease to be seen as an exceptional threat to society it will be necessary to maintain vigilance. It will be managed more in the mainstream. There is still management responsibility to limit the possibility of COVID-19 outbreak and to ensure that services continue.

In 4.3 and 4.4 we saw how small organisations in particular can continue to take a risk management approach and take reasonable prevention and control measures. In addition organisations small or large continue to have a responsibility to have a lead team, to remain vigilant, to revise downwards the covid protocols to have a lead worker (where relevant) and to keep up to date with the Government's Covid guidance.

These responsibilities are summarised below.

Safety measure	Low caution	Medium caution	High caution
Continue risk management approach	Yes	Yes	Yes
Take reasonable prevention and control measures	Yes	Yes	Yes
Lead team	Yes	Yes	Yes
Lead worker	Yes	Yes	Yes
Revise Covid protocols	Yes	Yes	Yes
Keep up to date with Government Covid guidance and communicate it	Yes	Yes	Yes

In this edition of the manual we will focus on the key additional core responsibilities: leadership, revising protocols, having a lead worker and keeping up to date with the Government's Covid advice.

4.6.2 Lead team

It remains vital the leadership of any organisation remains vigilant around Covid-19. This section 4 summarises in practical terms what that leadership team could now do as a response to the Oct 2021 relaxation of rules and regulations.

More formally the role of a lead team is set out below:

- Measuring the impact on your organisation;
- Gauging if these impacts are big enough to mean you have to respond;
- Planning how your organisation can still function;
- Devising actions that need to be undertaken;
- Setting priorities;
- Interacting with your wider network, authorities and the media
- Implementing the actions decided upon above

See Workplace Protection and Improvement Guide Section 4.2 www.nsai.ie or click

<https://www.nsai.ie/images/uploads/general/NSAI-COVID19-Guidelines-Workplace-20201023.pdf>

For additional roles see:

www.hsa.ie Covid-19 Response Plan; Step 2; Persons Responsible for Performing Tasks or click on:

https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/covid19-response-plan-template1.pdf

4.6.3 Lead worker/volunteer

In order to carry through on the general culture of vigilance having a lead worker/volunteer is still recommended. The roles are formally set out below:

- Ensuring that COVID-19 measures are strictly adhered to in their place of work.
- Highlight concerns, report defects, submit ideas and identify improvements in the workplace.
- Have received the necessary information and training in relation to the role of Worker Representative
- Keeping up to date with the latest COVID-19 advice from Government
- Being aware of the signs and symptoms of COVID-19
- Know how the virus is spread
- Know how to help prevent the spread of COVID-19
- Helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government

See COVID-19 Return to Work Safely Protocol Checklist No. 7 - Worker Representative or click on

[https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return to work safely templates checklists and posters/worker-representative-checklist-no-7-eng-revision-2-13 10 20.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie](https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return%20to%20work%20safely%20templates%20checklists%20and%20posters/worker-representative-checklist-no-7-eng-revision-2-13%2010%2020.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie)

4.6.4 Revise Covid Protocols

For smaller organisations the steps taken so far in section 4 may well cover much of what is required. For larger organisations and those that had Covid 19 protocols in place it will now be necessary to review the Covid Response Plan. The pre October 2021 Covid protocols which make up the Covid Response Plan are now summarised in the next session 4.7.

4.7 Prevention and Control

4.7.1 Introduction

This workbook divides the Government guidelines for prevention and control into 3 main types of measures: physical, human and dealing with a suspected case.

4.7.2 Further reference

Access Government guidance on prevention and control on www.hsa.ie in particular “COVID-19 Return to Work Safely Protocol; Employer Checklist No.2 - Control Measures” or click

[https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return to work safely templates checklists and posters/employers checklist no2 control measure1.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie](https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return%20to%20work%20safely%20templates%20checklists%20and%20posters/employers%20checklist%20no2%20control%20measure1.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie)

For dealing with a suspected case refer to the HSA’s COVID-19 Return to Work Safely Protocol Employer Checklist No.4 - Dealing with a Suspected Case of COVID-19 or click link

[https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return to work safely templates checklists and posters/employers-checklist-no-41.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie](https://pdf.browsealoud.com/PDFViewer/Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return%20to%20work%20safely%20templates%20checklists%20and%20posters/employers-checklist-no-41.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie)

For an overall checklist and explanation of measures see Covid-19 Workplace Protection and Improvement Guide www.nsai.ie or click on <https://www.nsai.ie/covid-19/#Workplace>

See template below

4.7.3 Preventative actions - Physical measures

	Heading	Action plan	Who responsible
a	Hand hygiene		
b	PPE (personal protective equipment)	For face masks see www.hse.ie or click https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/?referrer=http://www.gov.ie/facecoverings/	
c	Physical distancing and room capacities		
d	Movement of staff, visitors and deliveries		
e	Respiratory hygiene		
f	Cleaning actions	Refer to COVID-19 Return to Work Safely Protocol Employer Checklist No.5 - Cleaning and Disinfection or click below https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/employers_checklist_no5_cleaning-and-disinfection1.pdf WHO Cleaning in non-health surroundings in the context of Covid https://www.who.int/news-room/q-a-detail/q-a-considerations-for-the-cleaning-and-disinfection-of-environmental-surfaces-in-the-context-of-covid-19-in-non-health-care-settings	
g	Update Legionella and Occupational Health and Safety (OHS)		
h	Heating ventilation /Air conditioning (AC)		

4.7.4 Preventative measures: human resources

Action plan	
i	<p>Rapid Antigen Diagnostic Tests (RADTs): Consider whether to introduce RADT in your workplace by engaging first in consultation with all relevant people and adhering to the guidance in Section D13 of the Working Safely Protocol https://enterprise.gov.ie/en/Publications/Publication-files/Work-Safely-Protocol.pdf</p> <p>HSA checklist no. 10</p> <p>https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/employers-checklist-no-10---radts--12-aug-2021.pdf</p>
j	<p>Return to Work Form (At least three days before returning to work) See 5.6 for template and suggestions for use by informal group activity attendees.</p>
k	<p>Temperature testing</p>
l	<p>Re-arranging shift patterns/rosters/zones in order to improve social distances for workers</p>
m	<p>Training</p>
n	<p>Vaccination information:</p> <p>Inform the employees/volunteers of the benefits and drawbacks of both vaccination and non-vaccination. Employees/volunteers can then decide whether to avail of the vaccination or not. Review workplace risk assessments in the light of workers' vaccine status if that is known. See Section D14 "Vaccination" of the Working Safely Protocol: https://enterprise.gov.ie/en/Publications/Publication-files/Work-Safely-Protocol.pdf</p> <p>Please see the template outline which is provided in Chapter 7 of this manual (Vaccination Policy Outline.)</p>
o	<p>Working from home policy</p> <p>See HSA Template for working from home risk assessment: https://www.hsa.ie/eng/topics/remote_working/appendix_1_homeworking_risk_assessment_checklist.pdf</p> <p>Please see the template outline which is provided in Chapter 8 of this manual (Homeworking Policy Template).</p>
p	<p>Right to Disconnect:</p> <p>Refer to the "Workplace Relations Commission Code of Practice for Employers and Employees on the Right to Disconnect" or click on link: https://www.workplacere-lations.ie/en/what_you_should_know/codes_practice/code-of-practice-for-employers-and-employees-on-the-right-to-disconnect.pdf</p> <p>A summary outline is contained in Chapter 10 of this manual.</p>

q	Travel for work duties policy: Minimise this where possible.	
r	<p>Protecting vulnerable people</p> <p>See Return to Work Safely Protocol, page 14</p> <p>See www.hse.ie People at higher Risk from Coronavirus click on https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</p> <p>For information about Support Bubbles click in https://www.gov.ie/en/publication/3516d-support-bubbles/</p>	
s	Training	
t	Customer facing roles	
u	<p>Contractors/ Visitors and keeping logs</p> <p>Data protection link: www.dataprotection.ie or click https://www.dataprotection.ie/sites/default/files/uploads/2020-07/Data%20Protection%20implications%20of%20the%20Return%20to%20Work%20Safely%20Protocol.pdf</p>	
v	<p>Users of shared facilities: checklist for interface between building managers and external building users</p> <p>Lead people, shared understandings around Covid-19, sharing response plans and including but not limited to: method of registering to use space, logging names, cleaning, toilet use, food protocols, division of responsibilities, adherence, review.</p>	
w	<p>Mental health wellbeing</p> <p>See www.hse.ie Minding Your Mental Health during Covid-19 or click on https://www2.hse.ie/wellbeing/mental-health/covid-19/minding-your-mental-health-during-the-coronavirus-outbreak.html</p> <p>For human health and wellbeing and community and voluntary services see: https://www.gov.ie/en/publication/c9158-essential-services/#human-health-and-social-work-activities</p>	
x	<p>Sick leave policy</p> <p>Consider updating your sick policies in relation infection with Covid-19 and impacts of getting the Covi-19 vaccination or the potential for ill effects from taking the vaccine.</p>	

4.7.5 Control measure: Dealing with a suspected case

4.7.5.1 FURTHER REFERENCE

Return to Work Safely Protocol, pages 9,10 or click on <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>

www.hsa.ie ; Templates Checklists and Posters; Checklist No. 4; Dealing with a Suspected Case of Covid-19 or click on https://hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/return_to_work_safely_templates_checklists_and_posters.html

	Action Plan: How we will undertake the following actions	Who responsible
A	Incident response personnel: stabilisation, recovery, continuity of operations	
B	<ul style="list-style-type: none"> • Isolation area • Ventilation, i.e. via a window, • Hygiene practice by providing: tissues, hand sanitizer, disinfectant, PPE, gloves, masks Clinical waste bags.	
C	Decision: <ul style="list-style-type: none"> • Call doctor or • Go home and continue isolation 	
D	Advice: To unwell person concerning prevention of spread	
E	First aid	

4.8 Communications and Training

4.8.1 Further reference

Visit

www.gov.ie Return to Work Safely Protocol; Section C and E.3 or click link <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>

Visit www.hse.ie Coronavirus (COVID-19) posters and resources or click link <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

Visit <https://www.pobal.ie/covid-19-updates-from-government-departments/download-print-the-most-recent-public-information-posters/>

	Actions	who
a	Consult and communicate internally and externally	
b	Management and lead worker representative(s) and lead users communicate at all stages	
c	<p>Provide induction training for all staff/volunteers with emphasis on sharing the Response Plan and ensuring that everyone is familiar with Covid-19 signs and symptoms, personal behavior advice and revisions to any of the policies above especially changes in 4.7.3, 4.7.4, 4.7.5</p> <p>See Return to Work Safely Protocol https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/</p> <p>See www.hsa.ie Covid-19 Return to work Safely Protocol, Employer Checklist No. 3; Induction and Familiarization. https://pdf.browsealoud.com/PDFViewer/Desk-top/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/employers_checklist_no3_induction1.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie</p> <p>See www.pobal.ie Step 4 Write Location Inductions or click https://www.pobal.ie/reopeningyourservice/</p>	
d	Occupational health advice	
e	Provide specific training to your designated Compliance Officer	

f	Alert as many people as possible before they visit your site e.g. notices on website or social media	
g	Clearly display all signs and advices concerning your Covid-19 prevention and control measures	
h	Keep up to date with all official advice and communicate these updates within your organisation	
i	<p>Data protection</p> <p>Consider updating GDPR policy in light of the additional collection of information on attendance logs, return to work forms and information in relation to vaccine status. See the Data Protection Commissioner guidance in relation to the working Safely Protocol https://www.dataprotection.ie/sites/default/files/uploads/2020-07/Data%20Protection%20implications%20of%20the%20Return%20to%20Work%20Safely%20Protocol.pdf</p> <p>See also more general guidance from the Data Protection Commissioner on protecting personal data: https://dataprotection.ie/sites/default/files/uploads/2020-04/Data_Security_Guidance_Feb20.pdf</p>	
j	<p>Internet, cyber and social media policy</p> <p>A summary outline is contained in Chapter 9 of this manual and the full policy template is provided under separate cover to this manual for those completing the Ready and Returning Session.</p>	

5 Preparing documentation including Response Plan

5.1 Introduction

If you have followed the steps outlined in this manual so far you can more easily create the documentation and response plan that you require as follows:

The following previous sections, already completed, can now be included as Part 1 of your Response Plan

- Risk analysis (Sections 4.3 and 4.5)
- Preventative measures (physical and human resource measures) (Sections 4.7.3, 4.7.4)
- Control measures in the event of a suspected case of Covid-19. (Section 4.7.5)
- Communications and training measures (Section 4.8)

The remainder of this Chapter 5 below completes the Response Plan and will provide the main documentation you will need on file. The pro-formas are included below.

- Policy Statement
- Responsible persons task register. Refer to key responsibilities in sections 4.6.1 to 4.6.3 as well as referring to section 5.4 below.
- Employer information
- Return to Work Forms
- Contact logs (Only share data when required by HSE for contract tracing purposes or for other statutory purposes.)

5.2 Further Reference

For further reference see www.hsa.ie COVID-19 Templates, Checklists and Posters - Covid-19 Response Plan and Checklist No. 1 Planning and Preparing

Or click https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_checklists_and_posters/return_to_work_safely_templates_checklists_and_posters.html

5.3 Policy Statement

.....is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our workers
- provide up to date information to our workers on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a contact log to help with contact tracing
- have all workers undergo an induction / familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for workers to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All committee members, volunteers, managers, supervisors and workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through a worker's representative(s): _____

Signed _____

Date _____

5.4 Responsible Persons Task Register

This is based on our decisions in the earlier sections.

1	Decision to re-open	Name(s)	Signature(s)
2	Response Team		
3	Deputies		
4	Persons responsible for implementation of plan		
5	Identification and training of worker or volunteer representative		
6	Planning and preparing Return to Work (Checklist nos. 1 and 9) https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/checklist_1_30nov20.pdf https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/employers-checklist-no-9--returning-to-the-office-12-aug-2021.pdf		
7	Person responsible for preventative measures (physical) (Checklist No. 2) https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/checklist_no_2_1dec20.pdf		
8	Person responsible for preventative measures (human resources actions) (Checklist No. 2) https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/checklist_no_2_1dec20.pdf		
9	Covid-19 induction (Checklist No. 3) https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/checklist_no_3_1dec20.pdf		
10	Response to suspected case of Covid-19		

	(Checklist No. 4) https://www.hsa.ie/eng/topics/covid-19 coronavirus information and resources/covid-19 business supports/business supports/work safely templates checklists and posters/checklist no 4 14dec20.pdf		
11	Cleaning and disinfection(Checklist No. 5) https://www.hsa.ie/eng/topics/covid-19 coronavirus information and resources/covid-19 business supports/business supports/work safely templates checklists and posters/checklist no 5 1dec20.pdf		
12	Employee information checklist (Checklist No. 6) https://pdf.browsealoud.com/PDFViewer/ Desktop/viewer.aspx?file=https://pdf.browsealoud.com/StreamingProxy.ashx?url=https://www.hsa.ie/eng/topics/covid-19/return to work safely templates checklists and posters/covid-19-checklist-no -6-eng-revision-2-13 10 20.pdf&opts=www.hsa.ie#langidsrc=en-ie&locale=en-ie&dom=www.hsa.ie		
13	Worker Representative (Checklist No. 7) https://www.hsa.ie/eng/topics/covid-19 coronavirus information and resources/covid-19 business supports/business supports/work safely templates checklists and posters/checklist no 7 1dec2020.pdf		
14	Return to Work forms		
15	Rapid Antigen Tests (Checklist no. 10) https://www.hsa.ie/eng/topics/covid-19 coronavirus information and resources/covid-19 business supports/business supports/work safely templates checklists and posters/employers-checklist-no-10---radts--12-aug-2021.pdf		
16	Communications		
17	Other		

5.5 Employer Information

Information summary	
Organisation name	
Organisation address	

Chairperson	
Manager	
Worker /volunteer representative (s)	
Number of workers and/or volunteers	
Number of workers and/or volunteers who deal directly with the public	
Phone	
Email	

5.6 Return to Work Form – Official Government version

Always check updated version: https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/rtw_form_1dec20.pdf

Adapt first two rows below for optional use by individuals attending non-work events such as club/leisure/informal activities by inserting some or all of: Name: Contact number/email: Activity group

Employee/volunteer name		Manager name		
Workplace address				
Please tick yes or no to the following 7 questions			Yes	No
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	Have you returned from abroad to Ireland in the last 14 days. See the Government's Covid-19 Travel Advice on www.gov.ie Click https://www.gov.ie/en/campaigns/75d92-covid-19-travel-advice/			
7	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. https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html			
Additional information				

If you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6. If your situation changes after you complete and submit this form, please tell management.

Print Name: _____ Signature: _____ Date: _____ -

Contact Logs

5.6.1 Staff log

Who	Where		When		
Name	Allocated section (For completion by staff)	Area visited	Date	Time in	Time out

5.6.2 Visitor log

Who		Where	When		
Name	Contact number	Area visited	Date	Time in	Time out

6 Workplace Questionnaire : How I feel about coming back:

1 a How comfortable do you feel about returning to work at this point in Covid-19? Please tick the ranking scale number between 1 and 5, with 1 indicating that you are very uncomfortable and 5 indicating that you feel very comfortable.

1	2	3	4	5

1b. If you wish, please explain your reasons for your choice above.

2a. Please tick the ranking scale number between 1 and 5, with 1 indicating that you are very unfamiliar and 5 indicating that you feel very familiar with your organisation's covid safety protocols for returning to activities.

1	2	3	4	5

2b. Please suggest below (if you think necessary) any actions that could be taken to improve it or to make colleagues more aware of it.

3 What changes (if any) would you like to see to help improve your sense of safety or wellbeing:

Heading	Action	Yes	No	Maybe	Comment
Testing for temperature	Would you favour temperature testing at work?				
Testing for the Covid-19 virus	Would you favour the undertaking of tests for the presence of the virus were the technology to be accessible for our organisation?				
Workplace	Homeworking or a mixture of home and working form base				
	Go back to where I worked from before Covid-19				
	Introduce a home working policy for guidance in case it is required.				
Vaccinations	Consider any changes that may be necessary as regards working practices for people depending on whether or not they are vaccinated.				

4. Covid-19 has been very disruptive for most people. What actions would you suggest we take together to improve how restore our own confidence and team spirit?

5. Other comments

Please add any other comments or suggestions you may have.

Name _____

Email _____ and or mobile _____

Please note all of your information provided in this form will be kept strictly confidential.

7 Vaccination policy outline

7.1 Introduction

COVID-19 vaccines have been approved for safe use and are being offered to members of the general public, on a phased basis, by order of priority. This policy is part of our overall COVID-secure steps to ensure a safe working environment. The Irish government has not made the taking of the vaccine mandatory and therefore this is a **voluntary** policy and therefore, (with some exceptions) it is generally up to each individual to decide.

This policy is designed to enable employers to respect the wishes of those who choose not to be vaccinated, whether this be for health reasons or other reasons as well as respecting the actions of those who do get vaccinated. It helps to ensure that staff/volunteers will be treated with dignity and respect in relation to their decision to take the vaccine or not.

It will also engender a culture of openness about vaccines, which can make it easier to manage some of the choices around staff/volunteer deployment in certain situations.

7.2 The vaccination policy template

We summarise below the contents of a vaccination policy. The full template is available separate to this manual for those completing the Ready and Returning Session.

1. Introduction and Overview
2. Scope and Application of the Policy
3. Roles and Responsibilities
4. Making an Informed Decision
5. Maintaining a COVID-19 Secure Workplace
6. Time-Off for Vaccination
7. Incentives for Vaccination (Optional)
8. Proof of Vaccination
9. Changes to this Policy

8 Homeworking Policy Template

8.1 Introduction

We provide below the main contents summary of a homeworking policy template which can be used by not-for-profit organisations to quickly develop their own bespoke homeworking policy. The full template accompanies this manual under separate cover.

8.2 Main contents

- Document control
- Nature of work
- Quarantine and temporary working from home
- Dedicated space at home
- Equipment
- Training
- Home-working and stress

- Risk Assessment
 - Introduction
 - Homeworking risk assessment/ checklist
 - Step 1 – Equipment/resources required
 - Step 2 – Homeworking risk assessment checklist (non-exhaustive list)

- Communications
- Home office environment
 - Lighting
 - Housekeeping
 - Temperature
 - Electrical safety
 - Category A – Organisation responsibilities
 - Category B – Employees'/volunteer's responsibilities:

- Fire
- Appendix 1: Risk Assessment

9 Cyber and paper file security at home

9.1 Introduction

Measures to control and prevent the spread of COVID-19 will involve more people working remotely than usual. Below are some tips to keep personal data safe when working away from the office.

9.2 Devices

- Take extra care that devices, such as USBs, phones, laptops, or tablets, are not lost or misplaced,
- Make sure that any device has the necessary updates, such as operating system updates (like iOS or android) and software/antivirus updates.
- Ensure your computer, laptop, or device, is used in a safe location, for example where you can keep sight of it and minimise who else can view the screen, particularly if working with sensitive personal data.
- Lock your device if you do have to leave it unattended for any reason.
- Make sure your devices are turned off, locked, or stored carefully when not in use.
- Use effective access controls (such as multi-factor authentication and strong passwords) and, where available, encryption to restrict access to the device, and to reduce the risk if a device is stolen or misplaced.
- When a device is lost or stolen, you should take steps immediately to ensure a remote memory wipe, where possible.

9.3 Emails

- Follow any applicable policies in your organisation around the use of email.
- Use work email accounts rather than personal ones for work-related emails involving personal data. If you have to use personal email make sure contents and attachments are encrypted and avoid using personal or confidential data in subject lines.
- Before sending an email, ensure you're sending it to the correct recipient, particularly for emails involving large amounts of personal data or sensitive personal data.

9.4 Cloud and Network Access

- Where possible only use your organisation's trusted networks or cloud services, and complying with any organisational rules and procedures about cloud or network access, login and, data sharing.
- If you are working without cloud or network access, ensure any locally stored data is adequately backed up in a secure manner.

9.5 Paper Records

- It's important to remember that data protection applies to not only electronically stored or processed data, but also personal data in manual form (such as paper records) where it is, or is intended to be, part of filing system.

- Where you are working remotely with paper records, take steps to ensure the security and confidentiality of these records, such as by keeping them locked in a filing cabinet or drawer when not in use, disposing of them securely (e.g. shredding) when no longer needed, and making sure they are not left somewhere where they could be misplaced or stolen.
- If you're dealing with records that contain special categories of personal data (e.g. health data) you should take extra care to ensure their security and confidentiality, and only remove such records from a secure location where it is strictly necessary carry out your work.
- Where possible, you should keep a written record of which records and files have been taken home, in order to maintain good data access and governance practices.

10 The Right to Disconnect

10.1 Introduction

A new Code of Practice called “The Right to Disconnect” was introduced by the Government in April 2021.

10.2 Definition

The Right to Disconnect refers to an employee’s right to be able to disengage from work and refrain from engaging in work-related electronic communications, such as emails, telephone calls or other messages, outside normal working hours.

The Right to Disconnect has three main elements:

1. The right of an employee to not routinely perform work outside normal working hours.
2. The right to not be penalised for refusing to attend to work matters outside of normal working hours.
3. The duty to respect another person’s right to disconnect (e.g., by not routinely emailing or calling outside normal working hours).

10.3 Right to Disconnect Policy

Not-for-profit organisations may wish to draft a “Right to disconnect Policy

” This manual provides practical assistance to do this.

A summary outline of the main contents is set out below and the full policy template “The Right to Disconnect” is provided under separate cover to this manual for those completing the Ready and Returning Session.

10.4 Outline summary of a Right to disconnect Policy

- Introduction
- Definition
- Wellbeing
- Obligations on Employers and Employees
 - Joint effort
 - Employers
 - Employees/Volunteers
- Our managers’ role
- Working Hours
 - Introduction
 - Rostering arrangements
- Communications
 - Introduction
 - Communications procedures
 - Holding meetings
- Raising Concerns

11 Checklist for mitigating against Covid-19 related claims

11.1 Introduction

One issue that has been raised by many organisations is the fear of having a claim made against them by someone who feels they contracted the virus in their place of work or building. A Response Team will need be also mindful this possibility. Two steps are suggested here.

Contact your solicitor if you have concerns in this regard. Also, for information refer to a useful article in www.lawyer.ie or click on <https://www.lawyer.ie/covid-19-claims-law/>

Secondly, check your Response Plan with your insurer to satisfy yourself that your organisation's prevention and control measures meet the requirements of your insurance policies.

See below for a checklist for mitigating against Covid-19 related claims

11.2 Checklist to mitigate risk of compensation

Actions by employers to mitigate risk of covid-19 related compensation claims

Comply with the government's Return to Work Safely Protocol

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

Assess risks in your own workplace(s) via your own individual risk assessment as in Section 4 above and plan and implement prevention and control measures and strategies for dealing with a suspected case as in section 4.7.5 above.

Welcome volunteers/employees raising concerns in relation to covid-19 compliance.

Establish and communicate clear procedures for doing so. Avail of the "Employee/Volunteer Lead Officer" to help achieve this as a positive measure.

Implement your Communication Plan as in 4.8 above.

Train employees in Covid-19 protection measures both for themselves and others in danger e.g. by removing themselves from danger e.g. colleagues not observing face mask Rules or social distancing.

If a paid employee leaves the workplace early over legitimate safety concerns, maintain pay (if possible) for that working day/shift. Keep doing so until you are sure that that the issue has been resolved.

Act quickly to rectify legitimate safety concerns raised through your reporting channels and let all effected people know.

Suspend and discipline employees who break the rules, doing so within good practice human resource management guidelines (irrespective of their seniority).

Train managers/committee/board members on being able to facilitate people inside or outside the organisation who come forward to report alleged safety breaches in your organisation.

In responding to any concerns about health and safety, consider each volunteers'/employee's circumstances individually

Provide Personal Protective Equipment (PPE)/face coverings in all cases where advised by your risk assessment and (potentially) upon request in other cases

Do not compel anyone to return to work and maintain this as a voluntary decision.

Do not ask vulnerable employees to return and ensure this is decided voluntarily by the person.

Treat employees who live with vulnerable people as if they were vulnerable themselves and do not compel them to return when this is an issue. As above this should be a voluntary decision and discussed with the person concerned.

Adjust hours as necessary to allow public transport users to avoid peak times. (i.e. in periods when public transport use is an option)
Support alternative methods of getting to work other than by public transport

Consider disciplinary action for out-of-work irresponsible conduct (e.g. employees who ignore government guidance)

Ask volunteers/employees to use the contact tracing apps. <https://covidtracker.gov.ie>

Ask volunteers/employees to obey instructions from contact tracers to self-isolate

Provide full company sick pay to employees who are asked by contact tracers to self-isolate

Do not ask for or store vaccination status. This should be a matter for voluntary disclosure.

12 Official references and other resources

It is of the utmost importance that users of this manual keep up to date with official sources of information. Official guidance is constantly evolving. Also, every organization will have different needs and is advised to interpret official guidance in ways that make sense for their organisation and situation.

www.Gov.ie

www.hse.ie

www.hpsc.ie

www.hsa.ie

www.nsai.ie

www.fsai.ie

www.pobal.ie

www.artscouncil.ie

Arts related activities

<http://www.artscouncil.ie/covid-19/latest-news/>

Citizens information

https://www.citizensinformation.ie/en/employment/return_to_work/returning_to_work_and_covid19.html#

Community facilities

<https://www.pobal.ie/reopeningyourservice/>

Dance

<https://www.danceireland.ie/covid-19-information-for-dance-artists/governments-5-level-covid-19-plan>

Domestic abuse:

Men: www.mensaid.ie

Women: www.womensaid.ie

Or your local Rape Crisis Centre if it is in your county.

Education Sector

<https://www.gov.ie/en/publication/7acad-reopening-our-post-primary-schools/>

Families

Check with your local Family Resource Centre

Men's sheds

<https://menssheds.ie/covid-guidelines/>

Older people

www.alone.ie

Right to Disconnect

https://www.workplacerelations.ie/en/what_you_should_know/codes_practice/code-of-practice-for-employers-and-employees-on-the-right-to-disconnect.pdf

Students

www.usi.ie

Tourism activities sector

Visit www.failteireland.ie or click on particular sectors below:

- [Download an overview of guidelines for re-opening for all sectors \[pdf, 5mb\]](#)
- [Download the guidelines for re-opening hotels and guesthouses \(V1.2\) \[pdf, 8.7mb\]](#)
- [Download the guidelines for re-opening B&Bs and historic houses \(V1.1\) \[pdf, 5.6mb\]](#)
- [Download the guidelines for re-opening self-catering \(V1.1\) \[pdf, 5.6mb\]](#)
- [Download the guidelines for re-opening restaurants and cafes \(V1.2\) \[pdf, 4.8mb\]](#)
- [Download the guidelines for re-opening caravan and camping parks \(V1.1\) \[pdf, 5.4mb\]](#)
- [Download the guidelines for re-opening visitor attractions \(V1.1\) \[pdf, 5.7mb\]](#)
- [Download the guidelines for re-opening activity providers \(V1.1\) \[pdf, 6.1mb\]](#)

Volunteering

www.volunteerireland.ie or click on covid-19 Resources page: <https://www.volunteer.ie/about-us/covid-19/covid-19-resources/>

Wellbeing

Visit www.hse.ie or click on <https://www2.hse.ie/healthy-you/minding-your-wellbeing-programme.html>

Youth Sector Guidance for Youth Organisations on Resuming Full Services after COVID-19

[https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/?utm_source=Stay+in+touch+with+NYCI&utm_campaign=fd7d18541b-Covid-19+Roadmap+18.09.20+COPY+01&utm_medium=email&utm_term=0+c5e3fd8386-fd7d18541b-&mc_cid=fd7d18541b&mc_eid=\[UNIQID\]](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/?utm_source=Stay+in+touch+with+NYCI&utm_campaign=fd7d18541b-Covid-19+Roadmap+18.09.20+COPY+01&utm_medium=email&utm_term=0+c5e3fd8386-fd7d18541b-&mc_cid=fd7d18541b&mc_eid=[UNIQID])

Working remotely

<https://enterprise.gov.ie/en/What-We-Do/Workplace-and-Skills/Remote-Working/Guidance-for-working-remotely.html>

Disclaimer

The information contained in this manual is for educational purposes only and is non-exhaustive. It 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. Liam Scollan 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 manual.

Users are advised to consult with and keep up to date with official government advice available on www.gov.ie as guidance may change after the date of this manual's publication.

Compiled by Liam Scollan

Executive Coaching and Strategic Planning for the not-for-profit sector

www.liamscollan.ie

liamscollan@gmail.com