

# Griffith College Safe Working requirements for Departments During COVID-19

With the health and safety of our staff, students, residents and visitors at Griffith College paramount and taking H&S advice from the HSE and the Government of Ireland publication of 'Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers', the following are requirements that Griffith College we all need to adopt while carrying out any work at Griffith College.

**It is important that you read this document, and implement these requirements to ensure you, your staff and your subcontractors abide by government requirements and to ensure all staff, students, residents and visitors stay safe and health.**

HSE advice to stop the spread of COVID-19 is to limit personal interaction with others by:

- Maintaining a distance of at least 2 metres from other people, especially if they are unwell
- Stop shaking hands or hugging when saying hello or greeting other people.

In addition, the following is advised to limit the possibility of coming into contact with the virus:

- Wash your hands well and often to avoid contamination.
- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue in a bin.
- Avoid touching eyes, nose or mouth with unwashed hands
- Avoid hands touching surfaces where possible (doors, tables, etc.) If you have to touch surfaces you should wash your hand regularly and avoid touching your face area.
- Clean and disinfect frequently touched objects and surfaces.

## **IMPORTANT – Before Attending Griffith College**

**You should not attend Griffith College if:**

1. You have been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days.
2. You or they have any of the following symptoms now or in the past 14 days - cough, fever (high temperature 38 degrees Celsius or above), shortness of breath, a loss or change to your sense of smell or taste or flu like symptoms.
3. You have been in close contact with a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?
4. You have advised by a doctor to self-isolate at this time.
5. You have been advised by a doctor to cocoon at this time?

**It is important to note that any staff returning to Griffith College may be required to complete a return to work questionnaire – Please ask your line manager for further details.**

## **IMPORTANT – When working or attending Griffith College**

If You Develop any of these Symptoms while attending Griffith College

You will need to:

- Isolate immediately from others
- Wear a Face Covering
- Keep a distance of least 2 metres from others
- Phone your GP to arrange a test for coronavirus
- Let Someone know - Your Line Manager – Your Contact at Griffith College

- Go home as soon as it is safe to do so. Self-isolate at home
- Do not use public transport of any kind to go home.
- If you cannot go home immediately, please phone Griffith Security on **086 8182370 or 087 2711948**. You will be brought to a designated Isolation rooms on campus
- Avoid touching people, surfaces and objects
- Cover your mouth and nose with tissues when you cough or sneeze. Bin these tissues in a waste bag

### Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- A fever (high temperature -38 Degrees Celsius or above)
- A Cough (this can be any type of cough, not just a dry)
- Shortness of Breath (Breathing Difficulties)
- A Loss or Change to your Sense of Smell or Taste
- Flu or Cold like symptoms

For the complete list of symptoms, please refer to the HSE Website – link below

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

### Meetings and work spaces - Guidelines

- Reduce or eliminate meetings where possible.
- Avoid meetings in close proximity to others. Meeting should be conducted whilst maintain the advised minimum of 2 metres and where possible in the outdoors
- Maintain at least 2 metres between yourself and others.
- If you are visiting the security hut you must remain at a minimum of two metres away from the hut at all times.
- If you have to enter any offices or rooms where others are working/studying etc., maintain a distance of at least 2 metres from others.
- Work surfaces and equipment should be cleaned/disinfected on a regular basis.
- Work schedules should be structured to ensure that social distancing measure can be maintained.
- Work areas should be set-up to ensure that social distancing measure can be maintained.

### Lone working – Guidelines

With the reduced number of staff, students, residents and visitors currently on campus and with the requirement to maintain at least a 2 metres distance between others, it is important that All who are working on your own to let a colleague and/or Griffith College Security know where they are at all times.

### Hand Hygiene - Guidelines

- Follow hand washing advice as detailed here <https://youtu.be/lsgLivAD2FE>
- It is advisable to carry a hand sanitiser gel with you at all times and use when needed. Remember that hand washing is the best way to maintain good hand hygiene.
- Avoid using hand dryers, use disposable hand towel instead.
- You should wash your hands:
  - after coughing and sneezing,
  - before and after eating,
  - before and after preparing food,
  - if in contact with someone who is displaying any COVID-19 symptoms,
  - before and after being on public transport (if using it),

- before and after being in a crowd,
- when arriving and leaving the workplace/other sites,
- before having a cigarette or vaping,
- when hands are dirty,
- after toilet use.
- Avoid touching your eyes mouth and nose
- Use hand sanitizing gel if you have it, or use one of the hand cleansing stations around campus to maintain good hand hygiene. Remember that hand washing is the best for good hand hygiene.
- Wash your hands regularly through out the day and on arrival to work and before you leave work each day.
- Do not share or touch objects that your mouth may touch (cups, bottles or cutlery)
- Use your own pen to sign or complete, forms, worksheets, sign-in books etc.
- Use a nitrile gloves as health guidelines recommend or if you feel more comfortable wearing them – Please see section on PPE below for more details.

### **Respiratory Hygiene - Guidelines**

- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue into a bin immediately after use.
- Wash your hands after coughing or sneezing
- Use a face covering as health guidelines recommend or if you feel more comfortable wearing one - Please see section on PPE below for more details.

### **Use of face coverings and face masks**

From the 10<sup>th</sup> of August 2020 (until further notice) Griffith College requires that all Staff, Students, Visitors and Contractors on campus should wear a face covering when outdoors, where the required social distancing (a minimum of 2 metres between persons) cannot be maintained).

**In addition to this, face masks must be worn in all indoor spaces on campus, regardless of social distancing. Exemption would be at your desk in work, desk in class and eating areas.**

### **How to use PPE (Gloves and face covering)**

- Unless designed to be reused, PPE should be disposed of in a bin after one use.
- If you require any PPE please let your supervisor or line manager know.
- If you are using gloves you should put on, remove and dispose of gloves in a safe manner as detailed here [https://www.youtube.com/watch?v=3I\\_kKVNrEMo](https://www.youtube.com/watch?v=3I_kKVNrEMo)
- If you are using a face covering you should put on, remove and dispose the face covering in a safe manner as detailed here <https://www.youtube.com/watch?v=f6mjgbtonG4>
- All used PPE should be disposed of in a bin once it is safely removed.

### **Visitors to the Griffith College Campus**

- All visitor's attendance at Campus must be prearranged with their contact from Griffith College.
- No unplanned and prearranged attendance on Campus is allowed.
- Deliveries to and collections from Campus must to/from the predetermined delivery/collection point.

### **Travelling to Griffith College and use of vehicles – Guidelines**

#### **If you are using public transport:**

- Where possible avoid using public transport for travelling to or from Griffith College
- Plan your journeys to and from work as public transport times and schedules may be affected by COVID-19 restrictions.
- If using public transport, follow the guidelines and measures that the public transport providers have in place.

**If you are using your own car or van to travel to work:**

- Where possible please travel alone (one person in car) unless it is with other persons from your household.

**Sharing tools and equipment - Guidelines**

- Where possible do not share your tools and equipment with others
- If you have to share any tools and equipment with others, they should be wiped down with a disinfectant or sterilising cleaner, before and after use.

**Safe work spaces - Guidelines**

- If working with other ensure that your work space is set-up so that you can work safely and maintain a minimum of 2 metres between you and other.
- If you need to carry out a task that requires the assistance of others to complete (e.g. lifting large or heavy objects, use of a ladder) please review the options you have to carry out the task safely while maintaining the appropriate social distancing. Remember you should never compromise safe ways of working to maintain social distancing (lifting heavy objects on your own, using a ladder that is not supported by others). Please consult your supervisor or line manager if you are unable to complete a task safely or maintain social distancing.
- If working indoors ventilate rooms – open doors and windows to ventilate rooms while working in them for any length of time.
- If carrying out work around the campus, areas should be barriered off.
- If carrying out work around the campus, all waste must be disposed of in the correct waste stream. No waste should be left behind when your day's work or the job is completed.

**Use of washroom facilities - Guidelines**

- When using the washroom facilities, please ensure you wash your hand before and after use of the facilities.
- If there are other using the facilities, please ensure you maintain a minimum of 2 metres distance between you and others. If you cannot maintain the minimum distance or there are too many using the facilities at the one time, please considering using an alternative washroom or waiting outside the washroom until others have left the room.
- Avoid using hand dryers to, use disposable hand towel instead.
- If you have been designated a toilet facility on campus, please try to use this facility exclusively.

**Use of other facilities - Guidelines**

- If you are using the restaurant, staff canteen or lectures rooms on campus, breaks should be staggered. Social distancing and hygiene requirements should be adhered to at all times.
- Some water stations and coolers will not be in use, this will be denoted by signage.
- Where possible you should not use any materials or equipment unless authorised to do so. If authorised to use any equipment (e.g. P.C's, ladders, tools etc.) you should ensure that the equipment is cleaned and disinfected before and after use.

**Use of lifts - Guidelines**

- Where possible avoid using the lifts.
- If you have to use the lifts there should only be one person in the lift at any one time
- If using the lift avoid touching surfaces where possible
- If you use the lift wash your hands after use.

**Evacuation of buildings**

If you are in a building and the fire alarm is sounded in that building, you should:



- Use the standard evacuation procedure but maintain (where possible) the required minimum of 2 metres between you and others.
- Whilst at your designated assembly point you should maintain a minimum of 2 metres between you and others
- Follow the guidance from fire marshals or emergency services.

#### **Signage on Campus**

- Whilst on Campus you must adhere to all Health & Safety requirements as indicated by signage.
- Whilst on Campus you must adhere to the latest government and HSE advice and requirements in relation to COVID-19 and related issues.

#### **Reduced access around Campus**

In order for the campus to maintain the required social distancing protocol issued by the government of Ireland and the HSE some of the campus may:

- Have restricted access.
- May have no access
- May have routes and guides to follow (these will be indicated by signage)

These must be adhered to at all times to maintain social distancing.

#### **Use of Turnstiles**

- The use of the pedestrian turnstile at the front wall of the campus may be restricted for use
- If you are using the turnstile, please use the hand cleanser station facilities on the turnstiles before exiting through the turnstiles and after you return through the turnstiles.

#### **First Aid and self-isolation**

- While on campus if you require first aid, please contact Security or one of our first Aid responders on campus. Please be aware that because of the COVID-19 pandemic, new procedures have been introduced by Griffith College for the safe administering of first aid. Both first aid responders and those seeking treatment will be required to wear PPE (personal protective equipment) and patients will be required to have their temperature taken and recorded by the first aid responder.

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#### **Temperature testing**

As of 11<sup>th</sup> of May 2020 it is not recommended, however please check with your Griffith College contact before visiting the campus as this may be required at the time of your visit.

#### **Waste Controls**

- All waste from you work area must be disposed of in the correct waste stream.
- There is no waste to be left behind at your work place.

**Please implement these safe practices of work as it will help stop the spread of COVID-19.**