

Information leaflet for contractors and maintenance staff on healthcare sites

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**Coronavirus
COVID-19**

The virus that causes COVID-19 is spread in droplets that come from the mouth or nose when a person who is infected with the virus sneezes, coughs, laughs or talks. To infect you the virus has to get into your eyes, nose or mouth. This can be directly if you are standing near the person with infection (the droplets might land on in your eye or inside your nose or mouth). It can be indirectly (virus gets on your hands and you put it into your eye or inside your nose or mouth) the virus cannot pass through you skin. If you can keep your distance, keep your hands away from your face and clean your hands often this will help you to protect yourself and others from the virus.

Symptoms of COVID-19 <u>Do not</u> come to work if you have any respiratory symptoms. Common symptoms of COVID-19 include: • a fever (high temperature - 38 degrees Celsius or above) • a cough - this can be any kind of cough, not just dry • shortness of breath or breathing difficulties Seek medical advice from your GP. They will decide if you need to be tested. If you have suspected or confirmed COVID-19 you must self-isolate for 14 days. You can return to work after the 14 days once you have not had a fever in the last 5 days. If you are not sure check with your doctor before you go back to work. Report your illness to your supervisor. The supervisor must alert the manager of the Healthcare Facility.	Hand Hygiene Frequent hand-washing with soap and water (or using hand sanitiser if your hands are visibly clean) You should clean your hands: • after coughing or sneezing • before and after eating • before and after preparing food • if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing) • before and after being on public transport • when you arrive and leave buildings including your workplace, home or anyone else's home • before having a cigarette or vaping (but remember smoking kills) • if your hands are dirty • after toilet use • before putting on PPE and after removal of PPE • Before and after entering a healthcare facility
Social Distancing Maintaining more than 2m of separation with others and eliminating close contact with others. There is very little risk if you are just passing someone. Try to keep a distance of 2 metres as much as possible. Limit interaction with other contractors/ people. • Where possible, limit the number of trades in the same area at the same time. • Maintain distance during interactions and deliveries.	Respiratory etiquette Cover a cough or sneeze with a tissue, then bin the tissue and wash your hands. Use the crook of your arm or a sleeve instead of a hand if you do not have a tissue. Avoid touching your eyes, nose and mouth. Cleaning Clean commonly touched surfaces and objects regularly (e.g., door handles, touch screens, mobile equipment controls, shared power tools) throughout the workday



Visit [HSE.ie](https://www.hse.ie) for updated factual information and advice, or call 1850 24 1850

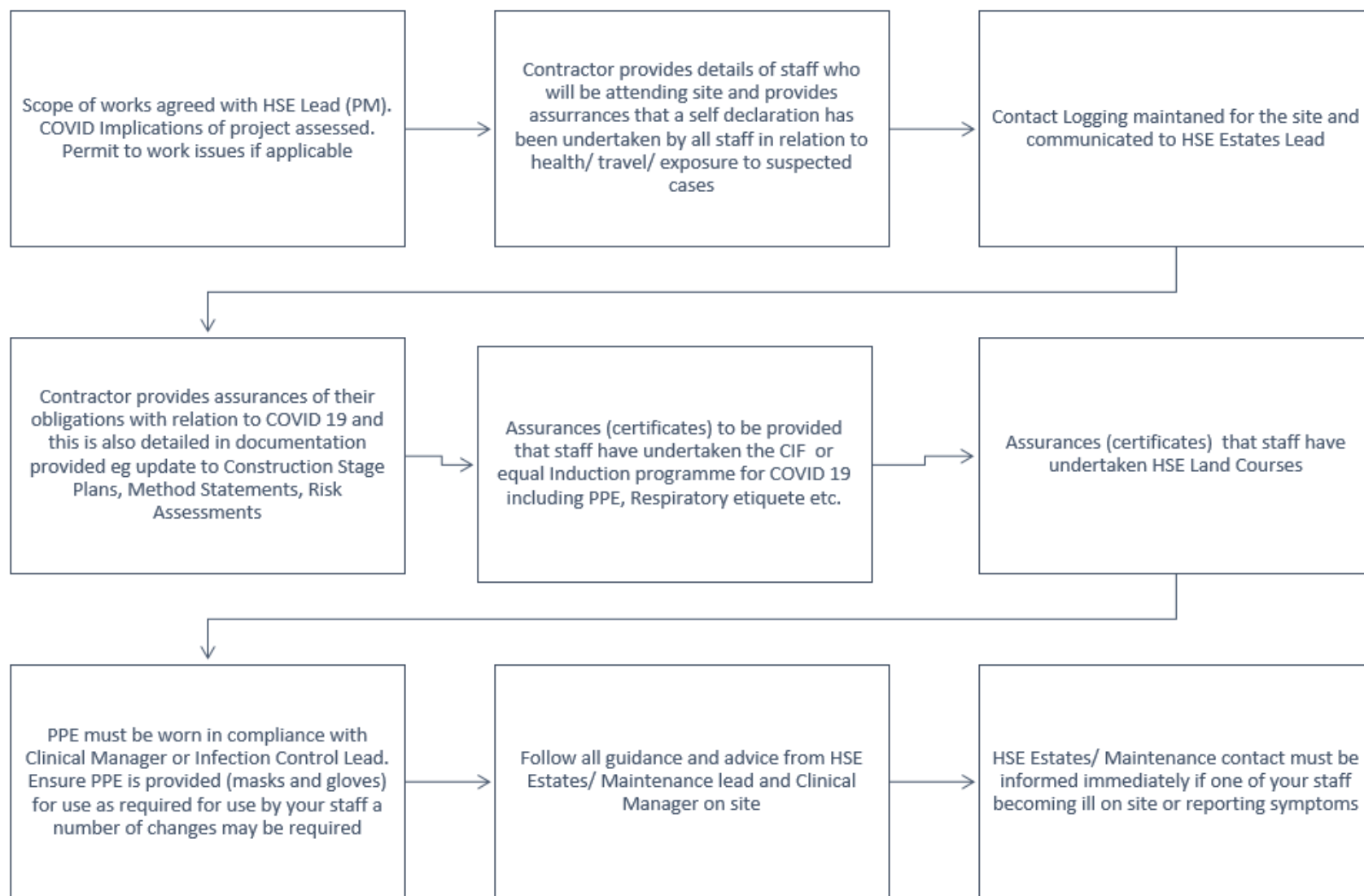


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Personal Protective Equipment (PPE) Follow your Health & Safety Officer advice re recommended PPE appropriate to your work for example eye protection. You may be advised to wear a surgical mask for interactions >15mins if social distancing of 2m cannot be maintained.	Clinical Areas Do not enter clinical areas or patient rooms until you have been told it is OK to do so – you may be advised to wear additional personal protective equipment (PPE) Follow instructions from the nurse in charge on how to put on and remove and dispose of PPE in clinical areas
Deliveries Ensure specific instructions for deliveries to different worksites are available and have been agreed. - Establish a drop-off location and all the procedures to be used at the drop-off point. - Create signage to easily identify drop-off points. Include contact information on the signs to assist with questions leading up to delivery and upon arrival.	If you become sick at work You must immediately go home or go to a place where you can avoid contact with other and seek medical care as needed. If you need medical advice, phone your doctor before you to the surgery. Notify your supervisor, who must inform the manager of the Healthcare Facility if you may have COVID-19. [Note the supervisor must indicate that a person working in an area on specific days may have COVID-19 they do not need to identify you by name] If someone goes home because they are sick with COVID-19, the area where the person worked and the tools and equipment they used should be cleaned and disinfected prior to use by others.

Procedure Prior to Contractors Commencing Works in Clinical setting COVID 19



HSE Estates: Contractor Induction Checklist

Site Location: _____

Name of Contractor: _____

Date: _____

No		Y	N	N/A	Initials	Comments
General measures to prevent a COVID-19						
1	Contractor has COVID-19 response plan in place (reference CIF SOP / Return to work Safely Protocol)					
2	Lead worker representative/ compliance officer/ safety representative have been identified and all staff are aware of who to go to for advice					
3	Are you maintaining a log of staff on site and have you also provided details of staff to inform the HSE Maintenance/ Estates log (contact logging)					
4	All your staff have filled out a health declaration/ return to work form					
5	All your staff are aware of the requirement not to attend for work if they feel unwell have a cough or a temperature					
6	If staff member is unwell or becomes unwell at work you need to check the contact log and inform others including the HSE Maintenance /Estate Maintenance/ Project Manager					
7	Are your staff aware of the requirement for self isolation if they become unwell					
8	Arrangements are in place for dealing with a suspected case of COVID 19 of one of your staff and this should be discussed with your HSE Maintenance/ Estates contact					
9	Your staff are aware and are encouraged to maintain a distance of 2m from other staff/ persons in facility where they are working.					
10	Staff informed not enter a clinical area while wearing work clothing that are soiled or dusty and the need to wash hands or use alcohol hand rub before they enter the clinical area.					
11	Staff are aware of the requirement to adhere to physical distancing measures during break and meal times					
12	Are staff aware of the need to ensure equipment is clean before attending a clinical area and the need to ensure that are not cross contaminating by using the same tools?					
13	Method Statements have been updated to reflect COVID 19 and control measures required to undertake works have been identified and implemented					

Site Staff presenting for work in HSE premises during COVID 19

