

## Ozanam House Resource Centre

# COVID-19 Response Plan & Return to work Protocol

### Policy Brief and Purpose

This document is Ozanam House Resource Centre, SVP's protocol to minimise the risk of the spread of Covid-19 in Ozanam House. It details the procedures in place for management, staff and volunteers safe return to work and for our service user's safe return to accessing the services we provide. This policy operates in line with SVP's national Covid-19 Policy, government guidelines on returning to work safely and public health guidelines. This is not an exhaustive document and is subject to change as new information comes to light.

Sources for this document include:

- Return to Work Safely Protocol – Government of Ireland, 08/05/2020
- SVP Covid-19 Policy - 14/05/2020
- HSE – Public Health Guidelines
- Guidance for youth Organisations on resuming Full services – DCYA 02/06/2020
- Infection prevention and control guidance for Childcare settings – HSE/DCYA 29/05/2020

### Our Commitment to our Staff, Volunteers and Service Users

The impact that this Virus and subsequent virus control measures has on our own colleagues and service users cannot be overestimated. Ozanam House Resource Centre and SVP recognises that many will have first-hand experience of the virus either through personal illness, family illness or indeed bereavement and that any return to work is always managed with sensitivity and a commitment to keep staff, volunteers and our members safe.

### Scope

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The purpose of this document is to detail Ozanam House Resource Centres Covid-19 Response plan, and the protocols in place to allow for a safe return to work for staff, volunteers and teachers and a safe return to service provision and access for our service users, members and the wider community. It details the infection prevention and control measures in place to minimise the risk to everyone in Ozanam House and to allow Ozanam House and SVP to continue to provide supports to our community during this time.

The document will outline Management responsibilities, Staff & Volunteer responsibilities as well as the responsibilities of those using our services to reduce the risk of the spread of Covid-19 in Ozanam House.

## OzANam House Resource Centre

### COVID-19 Response Plan & Return to work Protocol

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## 1. Health and Safety Risk Management Policy & Risk Assessment

This document was developed in conjunction with Ozanam House Resource Centre's Covid 19 Coordinator, Covid 19 Response Team and EMS & Associates, expert consultants in Health and Safety and risk assessments.

*See Appendix 1*

## 2. Infection Prevention and Control Measures

We are all in this together and have the ability to limit the risk of spreading the COVID-19 infection. By following the guidelines, we can support each other and keep each other safe:

### i. Physical Distancing

Physical distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

Ozanam House, SVP will continue to follow all government and public health advice and implement the following protocols on physical distancing across all work activities:

- A no hand shaking policy has been implemented
- Office space has been reconfigured to ensure physical distancing
- We have introduced changes to work patterns of staff to ensure physical distancing is maintained
- A one-way system will be introduced in the centre and adhered to at all times (bar during emergency evacuation procedures)
- Screens will be erected in public areas – reception, front office
- Meetings will be held online and remotely as much as is possible
- Gatherings of staff, volunteers and service users will be prevented at the end of classes and at the end of the working day
- Physical distancing will be maintained during any outdoor activities, outings or trips
- Programme start and end times will be varied and allocated specific times to allow distancing of people coming and going from the centre
- Childcare services will maintain appropriate distancing as per appropriate government guidelines with new childcare 'Pod' class groups.

## ii. Hand Hygiene

Regular hand washing with soap and water is effective for the removal of COVID-19 and control of the transmission of the disease.

Ozanam House Resource Centre, SVP will ensure that appropriate hygiene facilities are in place to accommodate regular adhering to hand hygiene measures. We will do this in the following way:

- Hand sanitizer stations will be in place at all entry points and exit points throughout the building.
- They will also be available inside and outside rooms in the centre frequently used by different groups throughout the day.
- Soap and appropriate hand drying facilities will be provided in all bathrooms and sink areas
- Advice and instructions will be given to all staff, volunteers, service users on good hand hygiene etiquette
- We will display posters for all people who use Ozanam House Resource Centre on how to wash hands in appropriate locations around the house.

### **Staff & Volunteers & Service users must:**

Ensure they are familiar with and follow hand hygiene guidance and advice.

Wash their hands with soap and water or with an alcohol-based hand rub regularly and in particular:

- 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

### **Please:**

- Avoid touching eyes, mouth, or nose
- Do not share objects that touch their mouth, for example, bottles or cups.
- Use own pens for signing in, these will be provided for where necessary

### iii. Respiratory Hygiene

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.

Ozanam House Resource Centre, SVP will provide tissues throughout the building as well as bins for their disposal. Bins will be emptied at regular intervals.

#### **Staff & Volunteers & Service users must:**

- Adopt good respiratory hygiene and cough etiquette
  - Cover your mouth and nose when coughing or sneezing.
  - Cough/sneeze into your sleeve, preferably your elbow.
  - If you use a tissue to cover your mouth and nose when coughing or sneezing please discard it properly.
  - Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
  - If you find yourself coughing/sneezing on a regular basis, avoid close contact with your co-workers and take extra precautionary measures (such as taking the advice of your doctor)
  - Wash your hands or use a hand sanitizer every time you touch your mouth or nose.
  - Wear any PPE provided to you and follow the guidelines provided.
  
- Ensure they are familiar with and follow respiratory hygiene guidance.

**Note: *The wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues or people. Ozanam House's Covid-19 Response Management team will keep up to date with the latest Public Health advice issued in regard to masks by Gov.ie/NPHET.***

### iv. Cleaning

A strict cleaning protocol has been implemented in Ozanam House Resource Centre, SVP. Common areas will be cleaned at regular intervals and cleaning sheets will be completed and signed off.

Prior to reopening Ozanam House Resource Centre SVP was professionally deep cleaned. In addition to this we have implemented a thorough and regular cleaning schedule of frequently touched surfaces. This will ensure contact/touch surfaces such as stairs, table tops, work equipment, door handles, and handrails are visibly clean at all times.

#### **The cleaning protocol includes:**

- Staff and volunteers common working areas will be cleaned three times per day.
- Common areas throughout the building will be cleaned three times per day.

- All rooms will be thoroughly cleaned and ventilated after they have been used by a group and before they are used by another group.
- The number of waste collection points has been increased .
- The number of waste collection points will be emptied regularly throughout and at the end of each day.
- A clean desk policy will be implemented and followed by all personnel in the centre.

## **v. Use of Personal Protective Equipment**

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above. Full hygiene compliance as set out above should be applied and maintained in all circumstances.

Examples of PPE include gloves, goggles, respiratory protection. Ozanam House Resource Centre SVP will ensure that:

- PPE will be provided to all in accordance with identified COVID-19 exposure risks and in line with Public Health Advice.
- Training will be provided in the proper use, cleaning, storing and disposal of PPE.
- Gloves are generally not required for infection prevention and control purposes. Where gloves are necessary, they will be provided but they must not be considered a substitute for hand hygiene, hands must be cleaned whenever gloves are removed and gloves must be disposed of appropriately in waste bins.
- PPE needs to be consistently and properly worn when required. In addition, it will be regularly inspected, cleaned, maintained and replaced as necessary.

## **vi. High Risk Groups**

Being aware of and responding appropriately to high risk groups will help to prevent the spread of COVID-19 and assist in the control of the transmission of the disease.

Up to date information on High Risk Categories is available from the HSE at:

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>

### 3. Responding Swiftly and Appropriately to a Suspected Case of COVID 19 in the Building

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues, service users and others in the centre.

Common symptoms of coronavirus 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 difficulty
- [Loss of smell or taste](#)

Compare symptoms of coronavirus, flu and cold

Symptoms	Coronavirus	Flu	Cold
	Symptoms range from mild to severe	Abrupt onset of symptoms	Gradual onset of symptoms
<b>Fever or chills</b>	Common	Common	Rare
<b>Cough</b>	Common (usually dry)	Common (usually dry)	Mild
<b>Shortness of breath</b>	Common	No	No
<b>Lost or changed sense of smell or taste</b>	Common	Rare	Rare
<b>Fatigue</b>	Common	Common	Sometimes
<b>Aches and pains</b>	Common	Common	Common
<b>Sore throat</b>	Sometimes	Sometimes	Common
<b>Headaches</b>	Sometimes	Common	Rare
<b>Runny or Stuffy Nose</b>	Sometimes	Sometimes	Common
<b>Feeling sick or vomiting</b>	Rare	Sometimes	No
<b>Diarrhoea</b>	Rare	Sometimes in children	No
<b>Sneezing</b>	No	No	Common

If you have any of these symptoms, you should behave as if you have the virus and self-isolate for 14 days. People in your household will need to restrict their movements. You may also need to be tested for coronavirus and should seek medical advice as swiftly as possible.

To be in a position to respond appropriately and swiftly to a suspected case in the centre:

**Management will:**

- Keep a daily attendance log of all personnel and contact/group work to facilitate contact tracing.
- Inform workers and others of the purpose of the log.
- Display information on signs and symptoms of COVID-19.
- Provide up to date information on the Public Health advice issued by the HSE and Gov.ie.
- Provide instruction for personnel and service users to follow if they develop signs and symptoms of COVID-19 at home or during work.

**Staff & Volunteers & Service users will:**

- Make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.
- Do not present for work or into the centre if they display any signs or symptoms.
- 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 their working day or while in the centre.
- Stay out of work until all symptoms have cleared and only present for work following medical advice and self-isolation.

While no one should attend work or present in the centre if displaying any symptoms of COVID-19, the following steps outline the management response plan in place of how to deal with a suspected case that may arise during the course of work:

- If there is a suspected case of COVID-19 in the Centre the lead worker representatives - Tony Rock, Denise Hogan and/or Nino Tadiashvili must be informed immediately.
- The suspected person must be brought to the designated isolation area (keeping an appropriate distance based on Government guidelines 2 metre). These isolation areas are as follows:
  - **Isolation area 1** is under the rear right stairs in the basement at the Grenville St side of the building
  - **Isolation area 2** is the meeting room on the 1st floor
  - **Isolation area 3** is the computer training room on the first floor rear corridor
  - **Isolation area Childcare** is a screened area in the sports hall on the ground floor
- The isolation areas will be well ventilated with fresh air, have access to a toilet and be close to an exit in the building
- The routes to the isolation areas are displayed throughout the building. Details attached

- The suspected patient and any First Aid Responder must avail of and use the PPE Equipment that will be located in the isolation area as appropriate. This PPE equipment will include the following:
  - FFP2 mask / Gloves / Face Guard Visor / Disposable Apron / Tissues / Waste disposal Bin / Sick Bags
- Provide a mask for the person presenting with symptoms if one is available. The person displaying symptoms should wear the mask if in a common area with other people or while exiting the premises.
- Assess whether the unwell individual can immediately be directed to go home, call their doctor and continue self-isolation at home.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The symptomatic person should avoid touching people, surfaces and objects.
- Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- NOTE: Waste Bags should be double bagged and sealed and stored on site for 2 days before disposing of in external bins
- Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
- Carry out an assessment of the incident completing a 'Covid 19 Incident Report Form' available in the area which will form part of determining follow-up actions and recovery. This form should be returned to the Covid 19 Coordinator.
- Arrange for appropriate cleaning of the isolation area and work areas involved.
- Provide advice and assistance if contacted by the HSE.

*Please note that COVID-19 suspected cases should be reported to the HSE through a medical professional not by Ozanam House Resource Centre , SVP.*

## **4. Changes to Programme Logistics and Operations to Minimise Risk and Promote Safety**

### **i. Childcare Centre**

All childcare services will be delivered in line with the guidance issued by the Department of Children and Youth Affairs

- Our Childcare Manager has assumed responsibility for the application of the guidelines that are issued

- A range of infection control measures will be deployed to ensure compliance with HSE guidelines.

- As specified by the Department of Children Advisory Group, the "Pod System" prescribed will be used for the management of children on return to the service
- An Isolation Area for Childcare Services has been identified in a screened-off area in the Sports Hall. Childcare staff will receive that training on the protocols to follow if a member of staff or a child gets ill and is displaying signs or symptoms of COVID-19

**For Full details of our 'Operating Safely Protocol – Childcare Centre' see *Appendix 2***

## **ii. Youth Services**

All Youth Services will be delivered in line with the guidance issued by the Department of Children and Youth Affairs for the management of Youth Activities.

- The Youth Services Lead Worker Representative has assumed responsibility for the application of the guidelines that are issued.
- A range of infection control measures and housekeeping measures will be deployed to ensure compliance with HSE guidelines.
- The ratio of Youth Workers to Young People will ensure that Social Distancing Guidelines can be met.
- There are three Isolation Areas available to staff and volunteers if a member of the team or Young person becomes ill and shows either the signs or symptoms of COVID19
  - The Den Stairwell in the Basement Area
  - The Meeting Room on the 1<sup>st</sup> Floor to the front of the building
  - Computer Training Room – on the 1<sup>st</sup> Floor to the rear of the building

**For Full details of our 'Operating Safely Protocol – Youth Services' see *Appendix 3***

## **iii. Adult Education Programmes**

All Adult Education classes will observe the protocols detailed in this document when engaging in classes in the centre. In addition classes and class participants will observe the following:

- a one way access and egress when attending classes in Ozanam House Education programme.
- Student numbers in each class will be reduced where necessary to comply with social distancing.
- Classes will be staggered to ensure minimal people using the entrances and exits.
- Students will be required to confirm they are not experiencing any COVID-19 symptoms.
- Teachers will complete return to work induction training before they are permitted to facilitate classes.

#### **iv. Active Retirement Group**

All Senior Services will be delivered in line with the guidance issued by the HSE and all government and public health advice as well as protocols in place in the centre

- The Active Retirement Group Coordinator as a member of the Covid 19 Response Team has assumed responsibility for the application of the guidelines that are issued.
- A range of infection control measures and housekeeping measures will be deployed to ensure compliance with HSE guidelines.
- The ratio of participants in groups will ensure that Social Distancing Guidelines can be met.
- There are three Isolation areas available to staff if a member of staff or a member of the group becomes ill and shows either the signs or symptoms of COVID19
  - The Den Stairwell in the Basement Area
  - Computer Training Room – on the 1<sup>st</sup> Floor to the rear of the building
  - The Meeting Room on the 1<sup>st</sup> Floor to the front of the building

For Full details of our 'Operating Safely Protocol – Active Retirement Group' see **Appendix 5**

#### **v. Older Men's Group**

- All Senior Services will be delivered in line with the guidance issued by the HSE and all government and public health advice as well as protocols in place in the centre
- The Older Men's Group Coordinator as a member of the Covid 19 Response Team has assumed responsibility for the application of the guidelines that are issued.
- A range of infection control measures and housekeeping measures will be deployed to ensure compliance with HSE guidelines.
- The ratio of participants in groups will ensure that Social Distancing Guidelines can be met.
- There are three Isolation Areas available to staff if a member of staff or a member of the group becomes ill and shows either the signs or symptoms of COVID19
  - The Den Stairwell in the Basement Area
  - Computer Training Room – on the 1<sup>st</sup> Floor to the rear of the building
  - The Meeting Room on the 1<sup>st</sup> Floor to the front of the building

For Full details of our 'Operating Safely Protocol – Older Men's Group' see **Appendix 6**

## 5. Training

### Induction Training

Before returning to work in the centre all staff and volunteers must complete COVID-19 Return to work induction training.

**This training will include:**

- The latest up to-date advice and guidance from public health on Covid 19
- What you should do if you develop symptoms of COVID-19
- Details of how the centre is organised to address and minimise the risk from COVID-19
- An outline of the COVID-19 response plan
- Advice on physical distancing
- Advice on effective hand hygiene
- Advice of effective respiratory hygiene
- Identification of the Covid-19 lead representatives and response team
- Details of Ozanam House Covid 19 safety risk assessment
- Details of our 'Operating Safely Protocol' for all programmes and classes in Ozanam House

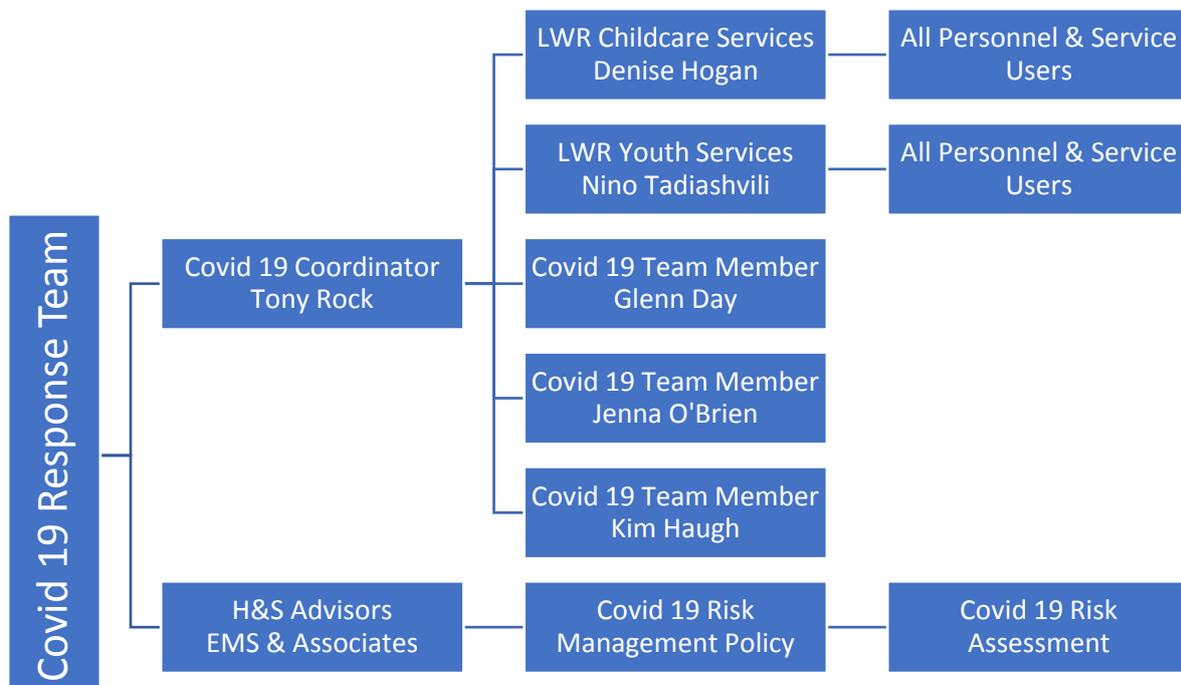
**Before returning to work staff & volunteers must:**

- Complete and return the pre-return to work 'Self Declaration Form'
- Complete the ICE (In Case of Emergency) Form
- Inform their employer if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
- Self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
- Stay out of work until all symptoms have cleared following self-isolation.
- Participate in any induction training provided by the employer on their return to the workplace.
- Complete any temperature testing as implemented by the employer and in line with Public Health advice

## 6. Covid-19 Response Management team and Lead worker representative in implementing measures and monitoring adherence

To aid in the management of the COVID 19 Pandemic, SVP-Ozanam House Resource Centre has formed a Covid 19 Response Team consisting of

- Tony Rock as our COVID 19 Coordinator.
- Denise Hogan (Childcare) as our Lead Worker Representative for Childcare Services
- Nino Tadiashvili (Youth Services) as our Lead Worker Representative for Youth Services
- Kim Haugh as Covid 19 Team Member
- Glenn Day as Covid 19 Team Member
- Jenna O'Brien as Covid 19 Team Member
- EMS & Associates as our Health & Safety Advisors for the preparation of the Covid 19 Risk Management Policy & Risk Assessment





Society of St. Vincent de Paul



All SVP- Ozanam House Resource Centre staff are advised that the COVID 19

Response Team has the authority to advise on COVID 19 measures and actions to be taken. Failure to comply with Advice / Action requests by the COVID 19 Response Team will be brought to the attention of management.

### **COVID-19 Coordinator**

To aid in the management of the COVID 19 Pandemic, Tony Rock is the designated “Covid 19 Coordinator”. It is the responsibility of the COVID 19 Coordinator to be familiar with all aspects of our COVID-19 Response Plan.

### **Day to Day Responsibilities of the COVID-19 Coordinator**

- The role of a COVID-19 Coordinator is to monitor day to day activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of COVID-19 virus.
- Ensure all personnel complete the relevant COVID-19 Self Declaration Form, which is required to ensure contact tracing can be carried out by the HSE.
- Retain copies of the Covid 19 Self Declaration Forms in a secure manner.
- Ensure compliance with the physical distancing of 2m between all personnel (except for planned and appropriately risk-assessed close working).
- Ensure there is sufficient up to date signage erected to educate all personnel and service users about the COVID-19 controls applicable.
- At all times, promote and coach good hygiene practices to all personnel.
- Consider the provision of additional controls for exceptional circumstances.
- Keep up to date on HSE guidelines.
- Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken and recorded.
- Ensure hand wash liquid/soap, and hand sanitisers are replenished as required.
- Check hot water, and hand drying facilities are available.
- Ensure personnel are adhering to staggered break time schedules and limiting numbers in the kitchen area in-line with the 2m physical distancing guideline.
- Isolating an individual with symptoms in the isolation room/isolated area away from the other personnel.
- Assisting in contact tracing should there be a confirmed case of COVID-19
- Liaise regularly with our appointed Health & Safety Advisors
- Document all actions / notes / updates relevant to the management of COVID 19.

### **COVID 19 Lead Worker Representatives**

To aid in the management of the COVID 19 Pandemic, Ozanam House Resource Centre has appointed Lead Worker Representatives. The Lead Worker Representatives, together with the COVID-19 Coordinator, will be responsible for ensuring all COVID-19 safety measures are being

followed. It is the responsibility of the COVID 19 Lead Worker representatives to be familiar with all aspects of our Response Plan.

The role of the Lead Worker Representative is to assist management and the Covid 19 Coordinator in the ongoing COVID 19 Control Measures and to assist staff in managing their day to day activities to achieve the standards required.

A critical role for the Lead Worker Representative is to be a point of contact for staff so that any concerns or issues are addressed honestly and openly. The Lead Worker Representatives will consult with the COVID 19 Coordinator frequently and ensure staff are fully briefed on their responsibilities.

## 7. Communication

The key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the workplace is having a strong communication and shared collaboration approach between us all with all staff, volunteers and service users taking responsibility for implementing these procedures and working together to maintain a safe space in Ozanam House Resource Centre, SVP for all.

To achieve this we will

- Agree to keep in regular communication with staff, volunteers and service users to let you know how things are going.
- We agree to respond in a timely manner to queries you may have.
- We will ensure clear communication pathways are in place.
- We have kept things as familiar as possible for everyone inside the building, we will share a video of the inside of building on our website [www.ozanamhouse.ie](http://www.ozanamhouse.ie) and on our facebook page 'svpozanamhouse' so you can see the safe environment we have created for all

## **Review**

This Policy will be reviewed regularly and updated in line with Government and Public Health Advice

## ***Appendix 1***

***See attached***

***Ozanam House Resource Centre SVP  
Covid 19 Risk Management and Assessment Policy***

## ***Appendix 2***

### **Operating Safely Protocol - Childcare Centre**

#### **Introduction**

Ozanam House Childcare Centre will endeavour to keep all staff, children and parents safe by adhering to strict guidelines put in place by the government, following advice from National Public Health Emergency Response Team (NPHE). In addition, the childcare sector has been guided and advised by an Advisory Group made up of the Department of Children and Youth Affairs and a number of other relevant organisations and representatives from the Childcare Sector. The covid-19 pandemic had and will continue to have a big impact on how we manage our childcare service but with clear guidance from the relevant organisations, Ozanam House Childcare Centre will continue to provide a warm, caring and safe environment where our children can learn, grow and develop along with their peers.

This return to work protocol for our childcare centre will support and guide our staff, children and parents to work together in keeping everyone safe during this pandemic. It has taken into consideration all the advice and guidance from the government and is reflective of our own unique environment and it will contribute to controlling the spread of covid-19.

#### **Contents:**

- 1. Environment**
- 2. Hand Hygiene**
- 3. Respiratory Hygiene**
- 4. Social Distancing**
- 5. Access**
- 6. Egress**
- 7. Classroom**
- 8. Cleaning**
- 9. Staff ratios**
- 10. Kitchen**

## 11. Provision of Food

### 12. Toilets

### 13. Illness

### 14. Infection Response

### 15. Staff Training

## 1. Environment

- The childcare centre will clearly display information posters on respiratory hygiene, hand hygiene and the symptoms of Covid-19 and precautions to be taken
- Childcare staff will follow a 'one way system' when moving around the building
- Regular cleaning will take place throughout the childcare centre on a daily basis (more information on cleaning in point 8)

## 2. Hand Hygiene

- Parents, staff and service users will be asked to wash their hands before and after attending our childcare centre and when they arrive
- Staff and children will support each other to not touch their face particularly eyes, nose and mouth
- The children will be supported by staff to wash their hands regularly and properly, particularly
  - When conducting personal hygiene i.e. blowing nose, using the bathroom
  - Before and after using the bathroom
- Staff will wash their hands regularly and properly and particularly,
  - Before and after preparing food/snack
  - Assisting children with personal hygiene e.g. wiping noses, changing clothes, using the toilet
  - Before and after using the bathroom
- Each class will have hand sanitizer available at all times
- There will be hand sanitizer available along the childcare corridor e.g. outside each classroom, in the childcare garden and in the hall at drop off and collection

## 3. Respiratory Hygiene

- Parents, staff and children will be asked to practice respiratory hygiene at all times e.g. sneezing or coughing into the crook of their elbow.
- Parents and staff will be asked to keep a social distance of at least 2 meters to avoid being contaminated with droplets from a person who sneezes or coughs
- Interactions between adults should be kept to a maximum of 15 minutes at any one time.
- Each class will have a constant and adequate supply of tissues and waste bin to dispose of tissues appropriately

#### **4. Social Distancing**

- There will be social distancing floor markings on the floor inside and outside the childcare centre
- Adults will keep a social distance of at least 2 meters at all times outside of their childcare pod
- A 'one way system' throughout the building will support social distancing measures

#### **5. Access**

- Parents will be asked to complete a 'Return to Service form' and an ICE Form (In case of Emergency) before they return to the centre, indicating that the child is free from Covid-19 prior to their return and providing details of who to contact should the child develop symptoms while in our service
- Parents will bring their child to the Grenville Street entrance, where they will wait at a social distance from other parents marked out on the ground
- A staff member will greet the parents at the door, keeping a social distance at all times and take the child into their care
- The parent will say goodbye to their child and leave immediately
- The staff member will take the child's temperature on the first day of returning to childcare (if a temperature is detected Covid 19 protocols will be followed)
- The child will be taken to a designated space in the hall where they will wait for other members of their pod to arrive under the supervision of a childcare worker
- When all pod members arrive the children will be taken to their classrooms
- Arrival times will be staggered between pods, at least 15 minutes between each to allow time for teacher/parent hand over and for the pod to move safely to their classroom
- Late arrivals should enter the building through the front door and inform a member of the front of house team who will call the pod teacher and a staff member will come to take the child

#### **6. Egress**

- Children will be taken to the hall at home time and wait in a designated area
- Parents will wait on the marked spots on the ground outside the building
- Children will be handed over to parents one at a time to allow parents to leave without the risk of bumping into other parents
- If there is a need to speak with parents it should be done by phone call later that day

#### **7. Classroom**

- Pods – Children will be grouped in what are known as 'pods' so their class group will become a closed group with interactions among that group and with their class teachers only
- Classrooms will be cleared of any materials or toys that cannot be appropriately cleaned

- The same toys and materials will be used each day and cleaned in dishwasher/washing machine after each session
- Each classroom will have an adequate supply of hand sanitizer, tissues and cleaning products
- Each classroom will have a push pedal bin and bins will be emptied regularly throughout the day
- Classroom toys and materials will **NOT** be shared between pods under any circumstances
  
- A log will be kept in each room of every person that enters a pod on a daily basis, including adults.

## 8. Cleaning

- Classrooms
  - Each room will be given a cleaning task list to be completed and signed off each day by the lead worker in each room.
  - Deep cleaning will be undertaken by an outside cleaning agency every evening
  - Special cleaning equipment - Biozone Air Sterilising Units will be used in each room every evening purifying the air and killing any viruses and bacteria in the room
- Classroom materials and equipment
  - A designated staff member will be appointed to manage the rotation and cleaning of classroom materials through washing machines and dishwasher
  - A High Powered washing machine and dishwasher will be in place to facilitate the high volume of cleaning.
- Toilets
  - Children and staff toilets will be cleaned throughout the day, at least once in morning and once in afternoon on top of the evening clean
- Office
  - A Cleaning task list for the office will be maintained by the manager in addition to daily evening cleaning of the office
- Corridors and stairs will be cleaned regularly
- All commonly used surfaces will be cleaned regularly e.g. door handles, taps, bannisters

## 9. Staff ratios

- Staff/child ratios will follow Preschool Regulations
  - Full time preschool 1:8
  - Afterschool 1:12
- Staff breaks
  - Where possible two staff will work in a pod to allow for break cover

- Where not possible a floating staff member may be

used

## 10. Kitchen

- Designated kitchen staff will manage food preparation and ensure safety regulations are being met morning and afternoon
- Only one staff member will be allowed to work in the kitchen per day
- All staff who work in the kitchen will have completed HACCP training

## 11. Provision of food

- Preschool: Plates/cups/cutlery will be labelled with room name and child's name and only used by that child
- Afterschool: children will bring their own snack, parents will be asked to adhere to guidelines when preparing food and transporting food.
- Parents will be asked to provide wipeable lunch bags/boxes
- All lunch bags/boxes will be wiped down before entering the classroom

## 12. Toilets

- Staff will check with each class before allowing a child go to the toilet to ensure children do not come into contact with each other at the toilet
- All children are to be accompanied to the toilet by an adult to ensure proper hand hygiene and social distancing.
- 

## 13. Illness

- We will do our best to keep everyone safe while in the centre. To achieve this, we will ask parents to keep children at home if they are not well and to strictly follow our sickness policy in the centre. If we do this it will mean we eliminate the chances of Covid-19 coming into the centre and spreading to others.
- Children will **NOT** be permitted to attend the childcare centre with any of the following symptoms:
  - A temperature
  - A cough or sore throat
  - Shortness of breath, breathing difficulties
  - Aches and pains
  - Stomach upset, feeling sick or vomiting
  - Diarrhoea

## 14. Infection Response

### Children

- If a child displays symptoms of covid-19 while in our care they will be brought to the isolation area in the hall, this is a space where the child can wait with a member of staff who will care for them until a parent or guardian comes to pick them up
- The space will be discreet and private , well ventilated and near a toilet should the child need it
- Staff will protect the child and themselves; A checklist will be in place and staff will wear PPE in the event they are treating a child who is displaying symptoms of covid-19, they will monitor the child’s physical wellbeing and provide reassurance to prevent them from feeling scared or anxious
- Parents will be called and asked to collect their child immediately
- Parents will be asked to contact their GP and to seek medical advice
  
- Parents of the other children in the child’s pod will be contacted and asked to collect their child in order to facilitate a full deep clean of the classroom as soon as possible.
- All Parents of children within the pod will be kept informed accordingly

### **Staff**

- If a staff displays symptoms of covid-19 while in our centre we will follow the isolation protocol in line with centre’s response plan. The staff will be brought to the isolation area and appropriate actions taken, assisting the staff member to return home and seek medical advice.
- Parents of children in their care will be contacted and asked to collect their child in order to facilitate a full deep clean of the classroom as soon as possible
- All Parents of children within the pod will be kept informed accordingly

## **15. Staff Training**

To support the implementation of these guidelines and protocols, ALL childcare staff have undertaken the following training:

- Infection Prevention and Control – Colaiste Ide College of Further Education, QQI Level 5
- Return to Work Safely Training - Legal Island Consultants  
This includes all areas of protocols in place in the centre, health and safety measures and risk assessments, government guidelines and staff responsibilities etc
- Lead Worker Representative Training – CC Manager – Ayrton Group Consultants
- Child Safeguarding Refresher training - TUSLA
- HACCP Training

## ***Appendix 3***

### **Operating Safely Protocol – Youth Services**

#### **Introduction**

Ozanam House Youth Services will endeavour to keep all staff, volunteers, children, young people and parents safe by adhering to strict guidelines put in place by the government, following advice from National Public Health Emergency Response Team (NPHET). In addition, the youth sector has been guided and advised by the Department of Children. Ozanam House Youth Services will continue to provide a warm, caring and safe environment where our children and young people can learn, grow and develop along with their peers.

This return to work protocol for our Youth Service will support and guide our staff, volunteers, children, young people and parents to work together in keeping everyone safe during this pandemic. It has taken into consideration all the advice and guidance from the government and is reflective of our own unique environment and it will contribute to controlling the spread of covid-19.

#### **Contents**

- 1. Youth Programmes**
- 2. Policies and Legislation**
- 3. Operational Considerations**
- 4. Volunteers - Youth Leaders**
- 5. Children, Young people and Parents/guardians**
  - 5.1 Explanation of information**
  - 5.2 Restrictions of access to the centre**
  - 5.3 Social distancing**

6. Access and Egress
7. Illness
8. Infection Response
9. Communication, Implementation and Oversight

### **1. Youth Programmes:**

Youth programmes Operating Safely protocol refers to all youth programmes in Ozanam House Resource Center. This includes the following;

- Ozanam Youth Group 1,
- Ozanam Youth Group 2,
- Senior Youth Service 1,
- Senior Youth Service 2,
- Grinds Club,
- Ozanam Music School,
- Coder Dojo Club.
- Junior Summer Projects.
- Senior Youth Projects.

### **2. Policies and Legislation**

All youth service operations will be in line with the following government guidelines, legislative documents and SVP policies and procedures;

- Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers; Government of Ireland - May 2020
- Youth Sector Guidance for Youth Organisations on Resuming Full Services after COVID-19; Department of Children and Youth Affairs – June 2020
- SVP COVID-19 Policy – May 2020
- Ozanam House COVID-19 Response Plan and Return to work Protocol
- Data Protection Acts 1988-2018 and General Data Protection Regulation 2018

### **3. Operational Considerations**

Under the Youth Sector Guidance for Youth Organisations on Resuming Full Services after COVID-19 published by the Department of Children and Youth Affairs on 2<sup>nd</sup> June 2020 the following considerations will apply to a return to service for Ozanam House youth programmes:

- Indoor summer camps are allowed to commence for the summer from June 29<sup>th</sup>
- Year round youth programmes will start operating in late September and will operate according to the relevant and up to date Public Health Guidelines and policies.
- All youth groups will consist of a maximum of 10 children and young people in each group 'Pod' and up to a maximum of 4 adult Volunteer Youth Leaders in line with departmental guidelines and procedures.
- In any instance where social distancing cannot be maintained all participants and adults will wear a mask.
  
- All groups will operate in pods. Each pod will be made up of children and young people from the same households and schools. This is done to minimize the risk of cross contamination and the benefits of infection control.
- Class Registers will be kept for each group for every day of attendance and these registers will act as a 'Contact Log'. The Contact Log will have the following information – Child/Young Persons name, group, date and time of attendance.
- In addition to the contact Log the centre will hold additional personal information such as parents name and contact number, emergency contact information and this information will be stored securely in line with GDPR guidelines
- Each activity carried out for the group will be risk assessed under health and safety and public health guidelines and only carried out if the risks are minimal. Higher risk activities such as cooking will be put on hold and until further guidelines are available.
- Outdoor activities will be organised in open air spaces that will allow for adequate social distancing to be maintained.
- Indoor activities will be undertaken in spaces where social distancing can be maintained and where the rooms are well ventilated. All activities will be based in one location at a time to limit the cross contamination of the building.
- Activities the children and young people will be engaging in will be non-contact and allow for adequate social distancing.
- All rooms will be thoroughly cleaned before and after use where all surfaces and contact areas will be heavily sanitized and sterilised.
- Special cleaning equipment - Ozone Air Sterilising Units will be used in each room every evening purifying the air and killing any viruses and bacteria in the room
- All equipment used in indoor and outdoor activities will be thoroughly cleaned before and after use where they will be heavily sanitized and sterilised.

- Each group will have its own designated games, general equipment and music equipment which will be cleaned and sanitized before and after use. These games and equipment will only be used by the designated group 'Pod' and no one else.
- Full details of specific activities and schedules are available in our Ozanam House youth programme operation plan July 2020 to December 2020.

#### **4. Volunteers - Youth Leaders**

All volunteers will adhere to Ozanam House COVID-19 Response Plan and Return to work Protocol. This protocol includes policies in regards to the following;

- physical distancing,
- hand hygiene,
- respiratory hygiene,
  
- cleaning
- use of PPE,
- isolation areas in the building and what to do in case of a suspected COVID -19 illness.
- Training
- Communication

Volunteer and child/young person ratios will be kept appropriate to maintain social distancing and stay in line with all necessary government guidelines.

All volunteers will be required to complete several training sessions before returning to the center and working with children and young people including the following;

- COVID 19 Back to work protocol training
- Summer Project/Youth programme refresher training
- Child Protection Safeguarding training

All volunteers will be required to complete the following forms;

- Return to service health declaration
- In Case of Emergency form

Upon completion, copies of these forms will be returned to the center manager, Mr Tony Rock and will be maintained safely and securely in the front office in line with GDPR Guidelines and legislation.

#### **5. Children, Young people and Parents/guardians**

Before returning to our services, parents and children/young people will receive a handbook of new policies and procedures on how we will 'Work Safely Together'.

This document will outline all the information the children/young people and parents will need to know and new habits they will need to practice on their return to services in Ozanam House. This will include the following

- ❖ physical distancing,
- ❖ hand hygiene,
- ❖ respiratory hygiene,
- ❖ cleaning
- ❖ use of PPE,
- ❖ Illness
- ❖ isolation areas in the building and what to do in case of a suspected COVID-19 illness.
- ❖ Communication

Becoming familiar with all this information will be essential for everyone to maintain an adequate level of safety while accessing services in Ozanam House Youth Programmes. This will be achieved in the following way;

#### **5.1 Explanation of information**

- This information will be reiterated to the children and young people in age friendly information sessions and they will have an opportunity to ask questions about all the changes and policies.

#### **5.2 Restrictions of access to the centre**

- Children and young people will be asked not to come to Ozanam House if they ever develop any symptoms of covid-19 or are feeling unwell

#### **5.3 Social distancing**

- Social distancing will be maintained in line with public health advice at all times. Floor markings and signage is in place as reminders for all to maintain social distancing

#### **5.4 Hand Hygiene**

- All children and young people will be asked to sanitize their hands before entering the building, this will be supervised by one of the volunteers and at appropriate times while in the centre
- Children and young people will take frequent breaks to clean their hands during the group time and after using any equipment.

#### **5.5 Respiratory hygiene**

- Good cough and sneeze etiquette will be practiced at all times. Children and young people will be instructed in a child friendly way of how to do this

#### **5.6 Parent Support**

- Parents will be asked to help us implement our guidelines; maintain social distancing, hand and cough hygiene, keep children and young people who feel unwell at home and share any appropriate information with us.

### 5.7 Declaration and Agreement

All Children/young people will be required to have up to date completed forms as follows;

- Return to service health declaration & agreement
- In Case of Emergency form
- Re-registration short form, up to date contact and medical information, consent forms

Upon compilation, copies of these forms will be returned to the center manager, Mr Tony Rock and be maintained safely and securely in the front office in line with GDPR Guidelines and legislation.

## 6. Access and Egress

Grenville St entrance will be used for all Youth Programmes

- For Junior programmes Parents will bring their child to the Grenville Street entrance, where they will wait at a social distance from other parents marked out on the ground
- Parents/guardians will not be allowed to come inside during drop off, they can talk to the coordinator/volunteers at the Grenville street entrance maintaining social distancing.
- For more sensitive conversations parents can make an appointment or give the coordinator a call.
- For pick up, parents/guardians will be asked to wait outside, maintaining their social distance using the markings outside.
- Children will be called out to them one by one to allow for social distancing.

## 7. Illness

We will do our best to keep everyone safe while in the centre. To achieve this, we will ask parents to keep children and young people at home if they are not well and to strictly follow our sickness policy in the centre. If we do this it will mean we eliminate the chances of Covid-19 coming into the centre and spreading to others.

- Children and young people will **NOT** be permitted to attend the centre with any of the following symptoms:
  - A temperature
  - A cough or sore throat
  - Shortness of breath, breathing difficulties
  - Aches and pains
  - Stomach upset, feeling sick or vomiting

## 8. Infection Response

- If a child/young person displays symptoms of covid-19 while in our care they will be brought to the isolation area in the centre, this is a space where the child/young person can wait with a member of staff/volunteer youth leader who will care for them until a parent or guardian comes to pick them up
  - The space will be discreet and private , well ventilated and near a toilet should the child/young person need it
  - Our Staff and volunteers will protect the child/young person and themselves; A checklist will be in place and staff and volunteers will wear PPE in the event they are treating a child;/young person who is displaying symptoms of covid-19, they will monitor the persons physical wellbeing and provide reassurance to prevent them from feeling scared or anxious
  - Parents will be called and asked to collect them immediately
- 
- Parents will be asked to contact their GP and to seek medical advice
  - Parents of the other children in the youth group 'pod' will be contacted and asked to collect their child/young person simply in order to facilitate a full deep clean of the classroom as soon as possible.
  - All Parents of children/young people within the pod will be kept informed accordingly and appropriately

## 9. Communication, Implementation and Oversight

Covid 19 response team in Ozanam House is responsible for the oversight and implementation of all protocols and response plan procedures. Implementation of these protocols will be reviewed on weekly bases to make sure full compliance is maintained at all times.

Ongoing communication will be maintained with children, young people and parents throughout their time in Ozanam House informing them of all and any updates in the centre in our response to Covid 19.

## ***Appendix 4***

### **Operating Safely Protocol – Adult Education**

***Currently under review***

## ***Appendix 5***

### **Operating Safely Protocol - Active Retirement Group**

#### **Introduction**

Ozanam House Active Retirement Group (ARG) will endeavour to keep all staff, volunteers, and members safe by adhering to strict guidelines put in place by the government, following advice from National Public Health Emergency Response Team (NPHE). The Covid-19 pandemic had and will continue to have a big impact on how we manage our Active Retirement Group but with clear guidance from the relevant organisations, Ozanam House will continue to provide a warm, caring, and safe environment where members can gather for their active lifestyle needs.

This return to work protocol for the Active Retirement Group will support and guide our staff, volunteers, and members to work together in keeping everyone safe during this pandemic. It has taken into consideration all the advice and guidance from the government and is reflective of our own unique environment and it will contribute to controlling the spread of covid-19.

#### **Contents:**

##### **1. Ozanam House Environment**

## 2. Policies and Legislation

### 3. Operational Considerations

- 3.1. Access and Egress
- 3.2. Hand Hygiene
- 3.3. Respiratory Hygiene
- 3.4. Social Distancing
- 3.5. Cleaning
- 3.6. Contact Tracing
- 3.7. In-House Activities
- 3.8. Outside Activities

### 4. Members

### 5. Volunteers, Students, and Staff

### 6. Illness

### 7. Infection Response

### 8. Communication, Implementation, and Oversight

## 1. Ozanam House Environment

- Ozanam House has clearly displayed posters and notices around the centre providing information on hand hygiene, respiratory etiquette, COVID-19 symptoms and transmission, and precautions
- Personnel and members will follow a 'one way system' throughout the centre. The building is marked with arrows on the ground and 'No Entry' signs to assist in navigating the new 'one way system'
- There will be regular cleaning in all rooms and common areas before and after groups gather in centre
- All personnel, visitors, and members will be encouraged to use good respiratory hygiene etiquette at all times when in the building
- Hand sanitization stations are available throughout the building along with tissues and waste bins

## 2. Policies and Legislation

Ozanam House and all Active Retirement Group service users will operate in line with the following government guidelines, legislative documents, and Saint Vincent de Paul (SVP) policies and procedures

- Return to Work Safely Protocol COVID-19 Specific National Protocol for Employees and Workers; Government of Ireland - May 2020
- SVP COVID-19 Policy - May 2020
- Ozanam House COVID-19 Response Plan and Return to Work Protocol
- Data Protection Acts 1988 - 2018 and General Data Protection Regulation 2018

### **3. Operational Considerations**

The Ozanam House Active Retirement Group will plan to resume in September 2020 in accordance with all government guidelines and SVP policies and procedures. Ozanam House has put the following operational considerations in place for the safety of all ARG members:

- **3.1 Access and Egress**

- On days we are in the cookery room, ARG members will enter the building through the main entrance on Mountjoy Square West
- When the group is gathering in the sports hall, they will enter and exit the building via Grenville Street
- Upon arrival, all members must use the hand sanitizing station before adhering to the 'one way system' to get to the designated room
  
- Members will take care not to pass others in the hall or stop to speak with reception or front office staff allowing for a free flow system to operate in the centre
- Upon completion of the activity group, members will follow the 'one way system' back to the main entrance in order to exit the building
- Members will be asked not to congregate in common areas, hallways, and entrance ways in order to adhere to social distancing and safety guidelines

- **3.2 Hand Hygiene**

- ARG members will adhere to the government and SVP guidelines on proper handwashing and hygiene
- Upon entering the centre, all members will use the hand sanitizer provided at the hand hygiene station. These stations are also provided throughout the centre
- Members will wash their hands after using the toilet, blowing their nose, and before/after eating
- Members will wash their hands when moving from one area of the building to another using the hand sanitization stations available

- **3.3 Respiratory Hygiene**

- ARG Members will adhere to the government and SVP guidelines on proper respiratory hygiene and etiquette.

- Members should cover their cough or sneeze with a tissue or into their elbow and immediately throw the tissue in the waste bins provided and wash or sanitize their hands
  - In the interest of safety and with consideration to the high risk level of our members -members, staff, and volunteers will be required to wear masks at all times in the centre and during group activities
- **3.4 Social Distancing**
    - A distance of 2 meters (6 feet) will be maintained at all times in line with public safety recommendations.
    - Floor markings and signage is in place around the centre reminding members to keep a safe distance from others.
    - A one-way system is in place to facilitate social distancing throughout the building
- **3.5 Cleaning**
    - Rooms will be thoroughly cleaned and sanitized before and after group meetings by Ozanam House staff
    - Any equipment used for activities will be thoroughly cleaned and sanitized before and after use
    - Any dishes (coffee mugs, utensils, plates) will be washed using a commercial washing machine before and after use and stored separately for ARG use only
    - Special cleaning equipment - Ozone Air Sterilising Units will be used regularly throughout the centre, purifying the air and killing any viruses and bacteria in the room
- **3.6 Attendance and Contact Log**
    - The ARG Coordinator will have an attendance log for each activity and day. This log will provide the following information: Member Name, Group, Date and Time of Attendance for health and safety and contact tracing needs
    - Each member must provide an updated 'In Case of Emergency' form with details of contacts to be called in the case of an emergency which will be properly stored in line with GDPR guidelines
- **3.7 In-House Activities**
    - All activities will be risk assessed under the health and safety and public guidelines and will only be carried out if the risks are minimal

- Activities will take place in rooms that allow for social distancing and that are properly ventilated
  - All activities will be based in one location in order to minimize cross contamination in the building
  - Activities will be non-contact and allow for social distancing
  - A calendar of activities from September to December 2020 will be provided and will state the maximum allowance of attendance to adhere to social distancing and safety protocols
- **3.8 Outside Activities**
    - Any activities taking place outside of the centre will adhere to government regulations and safety protocols of the venue
    - Social distancing will be followed on all transportation and outside venues
  
    - Hand hygiene and respiratory hygiene and etiquette will be maintained within the group during all outside activities

#### **4. Members**

- Before returning to our services, members will receive a handbook of new policies and procedures on how we will 'Work Safely Together'. This document will outline all the information the members will need to know and new habits they will need to practice on their return to services in Ozanam House. The handbook will include the following:
  - Physical Distancing
  - Hand Hygiene
  - Respiratory Hygiene and Etiquette
  - Cleaning
  - Use of PPE
  - Isolation Areas and COVID-19 Illness
  - Training
  - Communication
- Members must become familiar with the information in the handbook as it will be essential to maintain an adequate level of safety while using services at Ozanam House
- This information will be reiterated during activities and group sessions
- All members must fill out the following forms before returning to services at Ozanam House - Completed forms will be returned to the centre manager, Tony Rock, and will be maintained safely and securely in the front office in line with GDPR Guidelines and legislation:
  - Return to Service Health Declaration

- In Case of Emergency Form

- Registration form with updated contact and medical information

- As our members are in the Very High Risk and High Risk of Infection categories- members, volunteers, and staff will be asked to wear masks while engaging in activities in Ozanam House. Masks will be provided for our members.
- Members will be expected to follow the guidelines and procedures in this document at all times. Failure by an individual member to do so may put the safety of themselves, other members, volunteers, staff, and others in the building at risk. In such circumstances, members will be reminded of their responsibility in this regard
- Continued failure to adhere to procedures will result in members being asked to leave the group in the interest of safety to others.

## 5. Volunteers

- All volunteers will adhere to Ozanam House COVID-19 Response Plan and Return to work Protocol. This protocol includes policies in regards to the following:
  - Physical Distancing
  - Hand Hygiene
  - Respiratory Hygiene and Etiquette
  - Cleaning
  - Use of PPE
  - Isolation Areas and COVID-19 Illness
  - Training
  - Communication
- Volunteer to member ratios will be kept to an apportioned amount in order to maintain social distancing and to stay in line with all government guidelines and SVP policies
- Volunteers will be required to complete training sessions before returning to the centre and working with members. These trainings include:
  - COVID-19 Back to Work Protocol Training
- Volunteers will need to complete the following required forms before returning to the centre - Completed forms will be returned to the centre manager, Tony Rock, and will be maintained safely and securely in the front office in line with GDPR Guidelines and legislation:
  - Return to Service Health Declaration
  - In Case of Emergency Form
- Volunteers will be asked to wear masks while engaging in activities in Ozanam House. Masks will be provided for our volunteers. Volunteers will be

expected to follow the guidelines and procedures in this document at all times. Failure by an individual volunteer to do so may put the safety of themselves, members, staff, and others in the building at risk. In such circumstances, volunteers will be reminded of their responsibility in this regard. Continued failure to adhere to procedures will result in volunteers being asked to leave the group in the interest of safety to others.

## 6. Illness

- We will do our best to keep everyone safe while in the centre. To achieve this, we will ask ARG members to stay at home if they are not well and to strictly follow the centre's sickness policy.
- Members will not be permitted to attend any activities taking place in the centre or at outside venues if they have the following symptoms:
  - Fever
  - Cough
  
  - Sore Throat
  - Shortness of breath or breathing difficulties
  - Aches and pains
  - Upset stomach, diarrhoea, nausea, or vomiting

## 7. Infection Response

If an ARG member displays any symptoms of illness or COVID-19, the following steps will be taken:

- Member will be taken to one of the 'Isolation Areas' in the centre which is a private, well ventilated area where they can be tended to by a First Aid Responder while they arrange for a way to safely get home
  - Proper PPE will be provided for the member and staff taking care of them
- Staff will contact the members In Case of Emergency contact that was provided by the member before the restarting of programmes
- The member will be monitored and reassured while waiting for their emergency contact
- Member will be asked to contact their GP immediately when they get home

- Other members present will be asked to leave the centre, simply to allow for a proper cleaning and sanitization to be implemented in the activity area
- The ARG coordinator will follow up with the ill member and others in the group as appropriate and in line with HSE guidelines and direction

#### 8. **Communication, Implementation, and Oversight**

Covid 19 response team in Ozanam House is responsible for the oversight and implementation of all protocols and response plan procedures. Implementation of these protocols will be reviewed on weekly bases to make sure full compliance is maintained at all times.

Ongoing communication will be maintained with service users throughout their time in Ozanam House informing them of all and any updates in the centre in our response to Covid 19.

## ***Appendix 6***

### **Operating Safely Protocol – Older Men’s Group**

***Currently under review***