

Féidearthachtaí as Cuimse
Infinite Possibilities

COVID-19 Response Plan

For Employees

Last updated 22/10/2020



Summary



SITUATION

Has symptoms

Advised to take a test because of symptoms

Confirmed positive

Identified as a close contact and advised to take a test

Advised to restrict movement and not to take a test

COVID-19 not detected test result



EMPLOYEE

Self-isolate
Seek medical advice

Self-isolate

Self-isolate

Restrict movement

Restrict movement

Restrict movement as advised, then return to campus



CLOSE CONTACT

The people you live with should restrict movements for 14 days.
Remind others to take precautions

The people you live with should restrict movements for 14 days.
Remind others to take precautions

Restrict movement and follow advice from contact tracing

Continue with standard COVID-19 precautions

Continue with standard COVID-19 precautions

Continue with standard COVID-19 precautions

1. Symptomatic Employee – On Campus

| Event | Immediate Employee Action | Employee Follow on Action |
|-----------|--|--|
| 1.1 | Employee develops COVID-19 symptoms on campus and feels well enough to travel home by private transport. | Travel home ASAP, contact GP/HSE and inform the Response Manager when possible. |
| 1.2 | Employee develops COVID-19 symptoms on campus and is unable to travel home immediately. | Contact Response Manager. |
| 1.3 | Employee is directed to isolation area by Response Manager. | Remain in the isolation area, call GP and follow advice. Transport home will be arranged. |
| 1.4 OR | Employee tests positive . | Follow the instructions of the HSE Public Health Team. Provide details of close contacts to HSE. Inform line Manager of positive result |
| 1.5 | Employee tests ' not detected '. | Subject to GP/HSE advice, return to campus. |

2. Symptomatic Employee – Off Campus

| | Event | Immediate Employee Action | Employee Follow on Action |
|-----------|---|---|---|
| 2.1 | Employee develops COVID-19 symptoms off campus. | Stay away from campus. Contact GP and follow advice. Inform line Manager | Ensure contact log is up to date in case it's needed. |
| 2.2 | Employee takes COVID-19 test. | Self-isolate until advised otherwise by GP/HSE. | Inform line Manager that you are awaiting test result. |
| 2.3 OR | Employee tests positive . | Follow instructions of the HSE Public Health Team. Provide details of close contacts to HSE. Inform Line Manager of test outcome. | Follow GP/HSE advice and self-isolate until you have had no fever for 5 days and until at least 10 days since the first symptoms developed. |
| 2.4 | Employee tests ' not detected ' | Inform Line Manager of 'not detected' result. Return to normal activities after 48 hours without symptoms. | Subject to GP/HSE advice, return to campus. |

3. Close Contact of a Confirmed COVID-19 Case

| Event | | Immediate Employee Action | Employee Follow on Action |
|-------|--|---|---|
| 3.1 | Employee contacted by HSE or by confirmed case as a close contact. | If advised, restrict movements for 14 days. Inform Line Manager | Liaise with Line Manager to discuss agile working arrangements as appropriate. |
| 3.2 | Employee takes COVID-19 test. Test is positive | Inform Line Manager. Follow HSE/Public Health Team advice. | Remain away from campus if test is positive or return to campus after restricted movement period ends and in line with GP/HSE advice. |
| 3.3 | Employee takes COVID-19 test. Result is ' not detected ' | If advised, get a second COVID-19 test. Inform line Manager of test result. | Continue to restrict your movements for 14 days even if test result is 'not detected'. |

4. Living with a COVID-19 Symptomatic Person

| Event | Immediate Employee Action | Employee Follow on Action |
|---|---|---|
| 4.1 | Employee advised by GP to restrict movements or self-isolate, but not to take test. | Stay away from campus. Liaise with Line Manager on whether work can be carried out remotely or not. Inform HR. |
| <p>The resolution of this scenarios will depend on the details. If you are caring from someone who is self isolating please see point 7. If the memembr of the household tests positive, you will become a close contact If the member of the household's test is not detected, the restriced movement will be lifed and the person can return to campus in line with government guidelines</p> | | |

5. Living with a Close Contact

| | Event | Immediate Employee Action | Employee Follow on Action |
|-----|--|--|--|
| 5.1 | Employee can attend work if the close contact they are living with has no symptoms. | Continue with current work arrangements. | No action needed. |
| 5.2 | Employee should restrict their movements if the close contact they are living with has symptoms of COVID-19. | Stay away from campus. | Liaise with Line Manager to discuss agile working arrangements as appropriate. |
| | The resolution of this scenarios will depend on the details. For example, if the close contact's test is positive, the household member will have to restrict their movements for 14 days and will be tested. If the close contact's test is "not detected" the restricted movement will be lifted and the person can return to campus in line with government guidelines. | | |

6: Caring for someone with a COVID-19 who cannot self isolate

| | Event | Immediate Employee Action | Employee Follow on Action |
|-----|---|---|---|
| 6.1 | Employee is main carer for someone who develops symptoms but cannot self-isolate –eg, a child, older person or person with a disability | Restrict your movements for 17 days from when they first developed symptoms | Liaise with Line Manager on whether work can be carried out remotely or not. Inform HR. |
| 6.2 | Information on how to care for someone who cannot self isolate can be found here | | |

7. Employee is informed by a student of a COVID-19 health related issue

| | Event | Immediate Employee Action | Employee Follow on Action |
|-----|--|--|---------------------------|
| 7.1 | Student approaches member of staff to advise of a COVID – 29 health related issue while on campus . | Call the Student Health Centre and follow instructions provided. | Notify Head of School |
| 7.2 | Student contacts member of staff to advise of COVID-19 health related issue while off campus . | Direct student to contact their GP or Student Health Centre. | Notify Head of School |

8. Information

A list of response managers by each campus can be found [here](#)

Up to date HSE covid-19 information can be found [here](#)

Information about self-isolating can be found [here](#)

Information about restricted movements can be found [here](#)

You can also call the HSELive on 1850 24 1850