

Wexford Civil Defence

Roadmap to Recovery – COVID19

Version 1.0

May 2020





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Table of Contents

- Document Control6
 - Document Amendment.....6
 - Document Distribution.....6
 - Policy Endorsement.....7
- Policy Statement8
 - Background.....8
 - Wexford Civil Defence Resources8
 - Document Scope8
- Further Training / Information / Procedures9
 - Information / Training.....9
 - Risk Assessments / Ancillary Safety Statement.....9
 - Duty Method Statements.....9
 - Level 1 – GREEN.....9
 - Level 2 – ORANGE.....9
 - Level 3 – RED9
 - * Phase 1 – 18th May to 8th June.....10
 - Community10
 - PRA’s.....10
 - Public Events10
 - Implications for Volunteers.....10
 - Training.....10
 - *11
 - Phase 2 – 8th June to 29th June11
 - Community11
 - PRA’s.....11
 - Public Events11
 - Implications for Volunteers.....11
 - Training.....11
 - * Phase 3 – 29th June to 20th July.....12
 - Community12

PRA's.....12

Public Events12

Implications for Volunteers.....12

Training.....13

 Suitable training Modules for Phase 313

* Phase 4 – 20th July to 10 August.....14

 Community.....14

 PRA's.....14

 Public Events14

 Implications for Volunteers.....14

 Training.....15

*Phase 5 - 10th August forward16

 Community.....16

 PRA's.....16

 Public Events16

 Implications for Volunteers.....16

 Implications for Wexford Civil Defence.....17

PERSONAL PROTECTIVE EQUIPMENT.....18

 Level 1 – GREEN.....18

 Level 2 – ORANGE.....18

 Level 3 – RED18

Decontamination of Vehicles19

 Level 1 – Vehicle NON COVID.....19

 Level 2 – Vehicle NON COVID – Transport, Basic First Aid.....20

 Level 3 – Vehicle KNOWN COVID PATIENT, Patient Assistance, First Aid, Patient Transported....21

Volunteer Decontamination / Welfare22

 Level 1 – Person.....22

 Level 2 – Person.....22

 Level 3 – Person.....23

Training Centre – Cleaning – Decontamination24

 Communal Areas24

 Office24

 Store24

 Kitchen.....24

Classroom24

Toilets / Shower24

Appendix 1.....26

Reference Documents.....26

Document Control

Document Amendment

Version	Issue Date	Description of Amendment	Prepared	Approved
Issue 1		Document created by Philip Creane, Civil Defence Commander		

Document Distribution

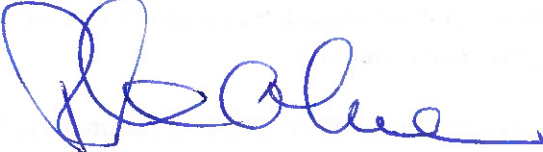
<i>Title / Location</i>	<i>Number of Hard Copies Controlled Documents</i>
<i>Civil Defence Office</i>	Electronic version
<i>Civil Defence Webpage</i>	Electronic version
<i>Civil Defence server</i>	Electronic version
<i>Circulation List Hard Copies Controlled Documents</i>	
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Policy Endorsement

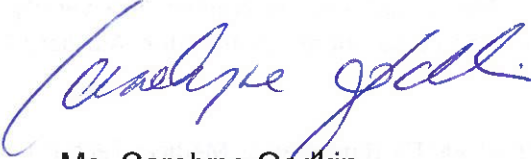
The Community Support Policy is endorsed by the CD Officer (CDO) and Director of Service, as being applicable to CD activities and training.

Appropriate resources will be made available to allow its arrangements to be effectively carried out, so far as is reasonably practicable.

It is essential that CD employees and members comply with the provisions set down in the Wexford Civil Defence Roadmap to Recovery Policy Document.

Signed: 
Mr. Peter O'Connor
Civil Defence Officer

Date: 9/6/20

Signed: 
Ms. Carolyne Godkin
Acting Director of Services Emergency Services (Civil Defence)

9th June 2020
Date:

Policy Statement

Background

Civil Defence is a volunteer-based organisation that supports the PRAs (i.e. An Garda Síochána, the Health Service Executive and local authorities), government departments and state agencies during national, regional and local emergency and non-emergency events. It was originally established by Government decision in 1951, as part of the national defence structure as the necessary civil response to potential hazards which might arise in a war situation against a backdrop of the threat of nuclear war.

Civil Defence has since modernised in response to changing requirements. With the ending of the Cold War in the 1990s, the focus of Civil Defence shifted towards its current twin roles of supporting the emergency services and also providing community supports.

Much of Civil defence's activity in recent years has involved assisting at community, sporting and charity events.

Wexford Civil Defence Resources

Wexford Civil Defence has approximately 150 volunteers based around the county in training units in Wexford, Enniscorthy, Gorey and New Ross. The volunteers are trained in a variety of skills to include first aid, welfare, rescue, search skills, communications, swift water, Auxiliary Fire Service, and boat operations.

Wexford Civil Defence has a limited number of EMT's (Emergency Medical Technicians) that are required to provide ambulance cover for events.

Wexford Civil Defence delivers services to the PRAS and the community with a selection of vehicles and equipment to include 4x4 Jeeps, Incident Control Vehicle, Ambulances, Boats, Fire Appliance, Drones, Welfare Trailer and various levels of first aid equipment.

Civil Defence has two core areas of activity:

- 1 As a Support to the Principal Response Agencies (PRA's) in the event of emergencies
- 2 As a Community Support Service

Document Scope

This policy is a guide to allow Wexford Civil Defence continue to support the PRA's, the community and return to training during the phases to recovery during the COVID19 emergency.

Further Training / Information / Procedures

Information / Training

During the coming weeks Wexford Civil Defence Management will ensure the distribution of training material to inform volunteers of changes to events, training and providing CPR. Particular attention go PHECC – Advisory Version 1 dates 20th March 2020.

Risk Assessments / Ancillary Safety Statement

Further updates to Wexford Civil Defence RA – Wexford Civil Defence COVID19 – April 2020 risk assessment to consider the heightened risks and mitigation measures. Rather than amending all the risk assessments for each service, we will complement the existing risk assessments with the new COVID19 RA.

Duty Method Statements

Duty Method Statement to be amended to include colour scheme to reflect the possible level of patient contact and the required level of PPE.

Level 1 – **GREEN**

Level 2 – **ORANGE**

Level 3 – **RED**

Prior to Duties there will be mandatory Temperature Checks for all Volunteers

* Phase 1 – 18th May to 8th June

* These dates are indicative only and need to be confirmed by government.

Community

Wexford Civil Defence will continue to support the Community forum, to include the transportation of patients to and from appointments, the delivering of goods to those whom are currently Cocooning.

PRA's

Wexford Civil Defence will continue with efforts to support PRA's where we have available resources. Some of the duties may include but not be confined to transporting Covid Patients to and from Primary Assessment Units or to Community Testing Centres.

Public Events

We will resume taking bookings for duties which will resume from Phase 4. These duties will be dealt with on an individual basis and are subject to availability and also the organiser's ability to comply with Department of Health Regulations which apply at the time of the duty.

Implications for Volunteers

Volunteers shall be rotated as often as is practicably possible to reduce the burnout factor for Volunteers. PERSONAL PROTECTIVE EQUIPMENT has been divided into three categories Level 1, Level 2 and Level 3 the CDO or designated Officer whom accepts or organises the duty shall specify for the Volunteer the level of PERSONAL PROTECTIVE EQUIPMENT that is suggested for the Duty and the level of decontamination of equipment or vehicles used. Volunteers may be used in teams or crews to minimise the exposure should a Volunteer come in contact with a COVID-19 positive patient.

Training

It is not envisaged that training as we know it can realistically happen during this phase.

* Phase 2 – 8th June to 29th June

* These dates are indicative only and need to be confirmed by government.

Community

Wexford Civil Defence will continue to support the Community forum, to include the transportation of patients to and from appointments, the delivering of goods to those whom are currently Cocooning.

PRA's

Wexford Civil Defence will continue with efforts to support PRA's where we have available resources. Some of the duties may include but not be confined to transporting Covid Patients to and from Hospital

Public Events

We will resume taking bookings for duties which will resume from Phase 4. These duties will be dealt with on an individual basis and are subject to availability and also the organiser's ability to comply with Department of Health Regulations which apply at the time of the duty.

Implications for Volunteers

Volunteers who make themselves available shall be guided by the duty method statement as to the requirements for the duty. PERSONAL PROTECTIVE EQUIPMENT for the duty shall be agreed before the acceptance of the duty. In the event we cannot safely provide the level of cover required for any reason the duty shall be declined. The level of decontamination of equipment or vehicles used will be determined prior to the event and shall be included on the DMS. Volunteers may be rostered in teams or crews to minimise the exposure should a Volunteer come in contact with a COVID-19 positive patient.

Training

We are currently exploring the option of providing training via Video link or other non-contact methods. We may trial this during this period with some of our mandatory training syllabus and hope to develop this practice to return to limited training online or using alternative media.

* Phase 3 – 29th June to 20th July

* These dates are indicative only and need to be confirmed by government.

Community

Wexford Civil Defence will continue to support the Community forum, to include the transportation of patients to and from appointments, the delivering of goods to those whom are currently Cocooning.

PRA's

Wexford Civil Defence will continue with efforts to support PRA's where we have available resources. At this phase, we do not expect to be used by the PRA's as a front-line resource but will keep this option available if required. Priority rostering will be given to training and Community Support with the option of reverting to a dual Roster if required.

Public Events

We will resume taking bookings for duties which will resume from Phase 4. These duties will be dealt with on an individual basis and are subject to availability and also the organiser's ability to comply with Department of Health Regulations which apply at the time of the duty.

Implications for Volunteers

Volunteers need to be vigilant during this phase as there is an increased risk to everyone of infection from people who are relaxing their social distancing and their hygiene. Volunteers shall be required to wear Level 1 PERSONAL PROTECTIVE EQUIPMENT as a minimum during this phase. This phase will bring a lot of smaller groups out and they may not have the resources to adhere strictly to the DOH guidelines. With this in mind any Volunteer who feels at risk at any time should immediately highlight it to the Officer in charge of the event who can bring it to the attention of the Organiser. If there is no resolution to the problem the OIC should inform the Organiser that they are withdrawing cover from the event. The team should remain in the vehicle until the organiser confirms to them that the event is being abandoned and until the area is deemed safe to leave.

Training

It is hoped during this phase to be able to deliver some Core training modules, some of these consist of a theory module and a practical skill module. The theory module may be done online or using interactive media. The practical module will be broken up into small groups of no more than six volunteers. The practical modules will primarily take place in the outdoors thus allowing for social distancing. Level 1 PERSONAL PROTECTIVE EQUIPMENT will be worn by all participants and instructors who are working in a proximity to others within the group. It may be necessary to allow two weeks between the instructors coming into physical contact with another group of students to minimise the impact on the group if one of the participants later becomes ill or presents with Covid symptoms. During this time, it will be possible to prepare the next group for their practical module by rotating the theory and practical modules.

Suitable training Modules for Phase 3

- Swift Water
- Search Skills
- Radios / Communications
- Map Reading
- CFR – using personal Nonrebreather masks only (face Masks).
- Driver Skills / Assessment (confined to larger vehicle categories) or vehicles with Perspex screens fitted.
- Trailer Skills
- PERSONAL PROTECTIVE EQUIPMENT application / Hand Washing

* Phase 4 – 20th July to 10 August

* These dates are indicative only and need to be confirmed by government.

Community

Wexford Civil Defence will continue to support the Community resilience project to include the transportation of patients to and from appointments, the delivering of goods to those whom are currently Cocooning.

PRA's

Wexford Civil Defence will continue with efforts to support PRA's where we have available resources. At this phase, we do not expect to be used by the PRA's as a front line resource but will keep this option available if required. Priority rostering will be given to training and Community Support with the option of reverting to a dual Roster if required.

Public Events

Wexford Civil Defence will be back in full demand at this stage. The relaxation of the travel restrictions may mean an influx of people in to the region and may also, mean an increase in public events for small groups (outdoor recitals, Heritage Park, Johnstown castle, field days) given the nature of some of these events a Level 1 PERSONAL PROTECTIVE EQUIPMENT minimum requirement should be expected at this time. Volunteers may use personal face mask to comply with this level of PERSONAL PROTECTIVE EQUIPMENT.

Implications for Volunteers

As per Phase 3 if the OIC or any of the Volunteers decides that the safety of the participants and / or Volunteers is not being taken into consideration they may contact the Organiser to convey their concerns. In the event that the Organiser is unable or unwilling to comply with the DOH guidelines the OIC will inform the Organiser that they are withdrawing cover for the event. Any Volunteer at any phase of the relaxation may make the decision to increase the level of PERSONAL PROTECTIVE EQUIPMENT that they use and should inform the OIC of

any concerns regarding the level of PERSONAL PROTECTIVE EQUIPMENT associated with the event.

Training

We would hope to continue training as per phase 3 however, some of our Training Centres would normally be closed during this period. If we can encourage Volunteers to remain available during this time we would hope to continue with the level of training in phase 3 but with more emphasis on the Practical elements of the training. Hands on Training for small groups may be considered at this time provided that Social Distancing can be adhered to.

Training suitable for this may include but not be limited to,

- AFS
- Food Safety
- HACCP
- Emergency First Aider (EFR)
- EMT training / Upskilling

***Phase 5 - 10th August forward**

* These dates are indicative only and need to be confirmed by government.

Community

Wexford Civil Defence will continue to support the Community resilience project to include the transportation of patients to and from appointments, the delivering of goods to those whom are currently Cocooning.

PRA's

Wexford Civil Defence will continue with efforts to support PRA's where we have available resources. At this phase, we do not expect to be used by the PRA's as a front line resource but will keep this option available if required. Priority rostering will be given to training and Community Support with the option of reverting to a dual Roster if required.

Public Events

During this phase, the majority of the restrictions with the exception of Social Distancing shall be removed. It is envisaged that WXCD will return to full activity at this time. Emphasis will still be placed on social distancing however, this may be relaxed slightly with the removal of the requirement to wear PERSONAL PROTECTIVE EQUIPMENT unless in close confinement with a person for more than 15 minutes. Volunteers will still be encouraged to work within their own groups in order to minimise the effects on the organisation if one of the Volunteers should become unwell.

Implications for Volunteers

Volunteers at this stage will be keen to return to their normal activities the same as everyone else. This may lead to a Contagion being introduced inadvertently to one of the groups. Volunteers should remain vigilant and adhere to all DOH recommendations. There may be a requirement for Volunteers to inform the CDO if they have been in close contact

with someone who has been unwell. Volunteers may be asked to self isolate or withdraw from active duties if they are in contact with someone who is unwell.

Implications for Wexford Civil Defence

While COVID-19 has brought us some challenges it has also taught us that every challenge can be managed. While we have been isolated from our social groups for a number of months the channels of communication still remain open.

We have learned that our Instructors are very versatile when looking for ways to innovate and deliver training to Volunteers. They have embraced the use of technology and have even held an Instructors meeting using digital media.

We have adapted our vehicles to ensure the safety of our Volunteers and our clients. We have learned how to keep the public safe and ourselves. We will continue to encourage good hygiene practices and will endeavour to encourage others to follow our example.

We can deliver training that we would normally spread over two years to a large cohort of Volunteers in a relatively short time.

COVID-19 has so many negatives, so many implications, and so many problems. Wexford Civil Defence has nothing but positives; we have the solutions to the problems.

PERSONAL PROTECTIVE EQUIPMENT

Level 1 – **GREEN**

- Surgical Face Mask
- Regular Hand Hygiene
- Gloves not necessary unless dealing with body fluids

NON COVID, transport, 1 meter distance maintained.

Level 2 – **ORANGE**

- Surgical Face Mask
- Regular Hand Hygiene
- Gloves
- Plastic Apron or Clothes protector

NON COVID, transport, basic first aid, distance of 1 meter unlikely.

Level 3 – **RED**

- Surgical Face Mask
- Regular Hand Hygiene
- Gloves
- Fluid resistant Gown / Tyvek Suit
- Goggles

KNOWN COVID Patient, patient assistance, first aid, patient transport.

Decontamination of Vehicles

Level 1 – Vehicle **NON COVID**

Remove and dispose of all used / disposable PPE

Apply same level of PPE as used earlier

Wipe all driver and passenger areas using disinfecting products

Remove all rubbish or disposable items and dispose of in appropriate area

Place a sign on the steering wheel to confirm time and date of decontamination

Decontamination Sign / Driver Signoff for Each Vehicle

No eating / Drinking / Smoking in Vehicles

Level 2 – Vehicle NON COVID – Transport, Basic First Aid

Remove and dispose of all used / disposable PPE

Leave vehicle to air for 20 minutes

Apply same level of PPE as used earlier

Wipe all driver and passenger areas using disinfecting products

Remove all rubbish or disposable items and dispose of in appropriate area

Wipe all passenger (patient) used areas using disinfecting products including seats and armrests

Clean all areas surrounding the patient including grab bars and adjoining seats

If using sprays, ensure you are in well ventilated area

Dispose of or send for washing all non-disposable cloths used in the cleaning

Allow vehicle to dry for 20 minutes then dry all areas to remove residual products

Replace all equipment and return it to vehicle as before.

Where possible leave the vehicle windows or doors open to ventilate

Place a sign on the steering wheel to confirm time and date of decontamination

Decontamination Sign / Driver Signoff for Each Vehicle

No eating / Drinking / Smoking in Vehicles

Level 3 – Vehicle KNOWN COVID PATIENT, Patient Assistance, First Aid, Patient Transported

Remove and dispose of all used / disposable PPE

Leave vehicle to air for 20 minutes

Apply same level of PPE as used earlier

Wipe all driver and passenger areas using disinfecting products

Remove all rubbish or disposable items and dispose of in appropriate area

Wipe all passenger (patient) used areas using disinfecting products including seats and armrests

Clean all areas surrounding the patient including grab bars and adjoining seats

If using sprays ensure you are in well ventilated area

Dispose of or send for washing all non-disposable cloths used in the cleaning

Allow vehicle to dry for 20 minutes then dry all areas to remove residual products

Replace all equipment and return it to vehicle as before.

Where possible leave the vehicle windows or doors open to ventilate

Place a sign on the steering wheel to confirm time and date of decontamination

Decontamination Sign / Driver Signoff for Each Vehicle

No eating / Drinking / Smoking in Vehicles

Volunteer Decontamination / Welfare

Level 1 – Person

Remove and dispose of all used / disposable PPE.

Decontaminate hands.

Level 2 – Person

Remove and dispose of all used / disposable PPE

Decontaminate hands

Remove footwear and wipe with disinfecting products, allow to dry, place in plastic bag or container

Carefully remove outer clothing layers and place in bag for washing

Remove inner garments and place in bag for washing

Shower using copious amounts of soap and water / include hair

Apply clean clothes

Place clothes in washing machine

Clean outside of washing machine or any surfaces touched by the contaminated clothing

Decontaminate your hands

Wash clothes on a 60 degree cycle and dry as normal

Level 3 – Person

Remove and dispose of all used / disposable PPE

Decontaminate hands

Remove footwear and wipe with disinfecting products, allow to dry, place in plastic bag or container

Carefully remove outer clothing layers and place in bag for washing

Remove inner garments and place in bag for washing

Shower using copious amounts of soap and water / include hair

Apply clean clothes

Place clothes in washing machine

Clean outside of washing machine or any surfaces touched by the contaminated clothing

Decontaminate your hands

Wash clothes on a 60 degree cycle and dry as normal

Training Centre – Cleaning – Decontamination

Communal Areas

- Hallway, stairs, loading bay.
- All touch points, All handrails, door handles to be cleaned weekly.
- Social Distancing to be observed.

Office

- Access to the office will be reduced to CDO, ACDO and Instructors.
- All touch points, All surfaces to be cleaned weekly.
- Social Distancing to be observed.

Store

- Access to the office will be reduced to CDO, ACDO and Instructors.
- PPE Equipment to be issued as needed by CDO, ACDO and Instructors.
- Social Distancing to be observed.

Kitchen

- Access to the office will be reduced to CDO, ACDO and Instructors.
- All touch points, All surfaces to be cleaned weekly.
- Social Distancing to be observed.

Classroom

- All touch points, All handrails, door handles to be cleaned weekly.
- Tables and chairs to be Set out to allow for social distancing.
- Social Distancing to be observed.

Toilets / Shower

- All touch points, All handrails, door handles to be cleaned weekly.
- Tables and chairs to be Set out to allow for social distancing.
- Social Distancing to be observed.
- Toilets and showers to be kept clean and cleaned weekly.

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Appendix 1

Reference Documents

Wexford County Councils Events Management Guide

Wexford Civil Defence – Ambulance Transport Policy

Wexford Civil Defence Ancillary Safety Statement

Wexford Civil Defence RA – Wexford Civil Defence COVID19 – April 2020

HSE / HSPC Current recommendations for the use of Personal Protective Equipment (PPE) in the management of suspected or confirmed COVID-19

HSE – COVID19 – Safe Mask Wear

HSE – COVID19 – Safe PPE

HSE – COVID19 – Social Distancing at Work.

PHECC – Advisory COVID19 Version 1 20th March 2020

Rialtas na hÉireann Return to Work Safely Protocol, COVID19 Specific National Protocol for Employers and Workers

RETURN TO DUTY – COVID 19 SAFETY PROTOCOL

To all volunteers

The Department of Business, Enterprise and Innovation and the Department of Health has published a 'Return to Work Safely Protocol' document. A copy of the document has been posted on the Wexford Civil Defence Website. Please read through this document and ensure you are aware the steps for going back to volunteering and training to reduce the risk of exposure to COVID-19.

In line with the 'Return to Work Safely Protocol' document we have prepared a prereturn to duty form, please complete this form before presenting for duty, and post back to the Civil Defence Office, arrangements will also be made to collect these forms locally. All volunteers must submit the form prior to returning to training or commencing duties.

A system for recording visits to the sites by volunteers as well as visits to other workplaces, will be put in place by management. Therefore, please keep your own records of sites visited for trackability should you unfortunately contract COVID 19, & note them to the CDO/ACDO

If you are sick, take care of yourself, consult your health provider, contact and inform the Civil Defence Officer.

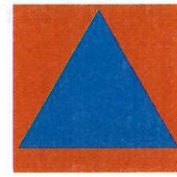
Of primary concern is your health and wellbeing, we have substantially increased cleaning protocols throughout the vehicles and Head Quarters. Additional cleaning supplies including soaps, anti-bacterial cleaning wipes will be provided for each duty.

Many thanks

Regards

Peter O'Connor
Civil Defence Officer

RETURN TO THE WORKPLACE FORM



Date: _____

Name: _____

Volunteer No: _____

Contact number: _____

Please answer Yes (Y) or No (N) to the following questions:	Y/N
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?	
Have you been advised by a doctor to self-isolate at this time?	

Please inform CDO/ACDO of any other circumstances relating to COVID-19, not included in the form above, which may need to be disclosed to allow your safe return to work.

Should your answer be yes to any of the above please, self-isolate at home and contact your GP promptly for further advice regarding any COVID-19 symptoms.

Should you experience any symptoms during work please inform co-workers/managers. Contact your GP promptly for further advice and self-isolate

All volunteers have read and understood the accompanying documentation.

Signed: _____

Be safe

