



## Wexford Civil Defence COVID19 - SOG No 2 Contractors Covid-19 Requirements

Date: 7<sup>th</sup> July 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### PROCEDURES



### Notes:

- All Contractors must comply with HSE & Government Guidelines with regard to physical distancing and other COVID 19 measures.
- Contractors should be aware that the CIF has issued “Construction Sector COVID-19 Pandemic Standard Operating Procedures” and an associated online induction course.
- Contractors must also comply with the National Return to Work Safely Protocol, “COVID-19 Specific National Protocol for Employers and Workers”.

### All contractors should ensure they do the following:

- Revise safety statements and risk assessments to include COVID-19.
- Ensure all employees on site have completed a self-declaration form.



- Ensure appropriate posters and information are available and on display.
- Ensure physical distancing in vehicles as far as is reasonable practicable.
- Ensure physical distancing is maintained during break times.
- Ensure physical distancing in canteens, toilets and welfare units.
- Provide sanitising stations at all entry points and throughout the site where required.
- Provide wipes for sanitising tools and equipment.
- Provide the necessary PPE.
- Provide appropriate means for disposing of PPE.
- Organise / design tasks and activities to ensure physical distancing.
- Provide a procedure for tasks where physical distancing cannot be maintained.
- Cordon off the works area so that only those who are critical to the work can gain access.
- Protocol for managing deliveries to ensure physical distancing and to prevent cross contamination.
- Ensure site supervision, inspections and audits include compliance with COVID-19 safety precautions.
- Paper work to be managed electronically where possible.
- Provide evidence of compliance with the above to the PSDP/PSCS, as required.

### **Monitoring of Arrangements**

- Responsibility of the Contractor to ensure Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP & Civil Defence Officer.**



## Wexford Civil Defence – SOG - No. 8 Beach/Harbour & Boating Covid-19 Requirements

Date: 26<sup>th</sup> June 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### Procedures



**Civil Defence Officer / Instructors Coxswains should ensure they do the following:**

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing and ensure record kept of any administration of first aid.
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Ensure adequate provision of hand sanitising facilities and cleaning materials.

**All employees should ensure they do the following:**

- Observe HSE advice on hand / respiratory hygiene.
- Observe HSE advice on physical distancing, so far as is reasonably practicable
- Refer to Safe Operating Guidance No 14 Travel for work



- Do not shake hands with other people.
- Leisure craft/members of the public will be admitted to harbours/marinas in line with public health advice.
- Use surface contact disinfectant on regularly touched contact points (door handles, switches, controls, and door frame in lifeguard huts, and so on). Refer to Safe Operating Guidance No 12. Basic Hygiene (including Buildings) COVID-19 Requirements.
- Refer to Safe Operating Guidance No 16 Use of Tools and Equipment
- Where more than one person is likely to use equipment (body boards, life buoys, kettle, first aid box and so on); commonly used surfaces must be cleaned using a surface contact disinfectant. Hands must be washed and sanitised before and after use.
- Wash and sanitise hands before eating and after removing PPE.
- Employees are advised to if possible bring a packed lunch and own their own delph and cutlery;
- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.
- Where a member of the public intentionally coughs or spits in the direction of an employee contact your line manager immediately. The incident must be reported to the Gardai.



# Boat Operations

## COVID-19 Operational Control Measures

### 1.0 Introduction

- 1.1 This document is to outline the minimum additional health and safety requirements to maintain boat crew safety for the duration of the COVID-19 emergency.
- 1.2 This document will describe the minimum health and safety requirements to maintain crew safety while interacting with a suspected or confirmed COVID-19 casualty.

### 2.0 Operational Recommendations

- 2.1 All boating activity should be restricted to emergency requests received from the Principal Response Agencies (PRAs) or Principal Emergency Services (PESs).
- 2.2 All training, non-emergency operations and exercises should be suspended until a further review of operations is conducted in July 2020 or sooner if required.

### 3.0 Crew Personal Protective Equipment

- 3.1 Social distancing cannot be maintained on-board watercraft. Therefore additional measures are required while engaged in emergency deployments. Standard PPE for boat crew must be worn with the addition of;
  - 3.1.1 Helmet mounted face visor fully engaged in the down position
  - 3.1.2 Nitrile gloves (under boating gloves if worn)
  - 3.1.3 FFP2 mask.
- 3.2 Additionally when dealing with a suspect COVID-19 casualty the following must be worn;
  - 3.2.1 Face Mask FFP2 minimum.
  - 3.2.2 Safety Goggles
  - 3.2.3 Tyvek type suit.
  - 3.2.4 Gauntlet type nitrile gloves.
- 3.3 Donning and Doffing of the additional PPE should be conducted as per the training and guidance provided by the Department of Agriculture, Food and the Marine for Civil Defence crews responding to an Avian Flu outbreak.
- 3.4 Training in the Donning and Doffing of additional PPE should be conducted locally, following social distancing guidance, by a crew member who has



attended a Department of Agriculture, Food and the Marine briefing on Avian Flu response.

- 3.5 When dealing with casualties the current HSE guidance on the management of suspected or confirmed covid19 patients should be followed.
- 3.6 Casualty contact should be limited to that absolutely necessary to stabilise the casualty for transportation ashore.
- 3.7 A casualty should be handed, and be requested to wear, a surgical face mask where this does not compromise or decompensate the casualty's medical status.

#### **4.0 Survivor Personal Protective Equipment**

- 4.1 In addition to survivor's life jacket, surgical masks must now be carried on-board in the waterproof equipment bag.

#### **5.0 Watercraft and PPE Decontamination**

- 5.1 Appropriate decontamination is to be carried out to the watercraft and PPE to prevent the spread of COVID-19.
- 5.2 Decontamination of equipment should be carried out in line with manufacturer guidelines using a manufacturer approved decontamination agent.
- 5.3 Towing vehicle for boat and trailer needs to be decontaminated also.

#### **First Aid / CPR**

- Refer to Safe Operating Guidance No 10 Occupational First Aid

#### **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Line Manager and Human Resources Department.**





## Wexford Civil Defence COVID19 - SOG No. 10 Duty / First Aid / Defibrillator COVID-19 Requirements

Date: 7<sup>th</sup> July 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### Procedures



### All Volunteers should ensure they do the following:-

- Standard infection control precautions should be applied when treating all patients.
- Minimise hand contamination, avoid touching your face, and clean hands frequently with soap and water or alcohol based hand gel.
- If, as a Volunteer, you can avoid close contact with a person who requires some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.

### Minor Injuries

- Where practical, the Volunteer should avoid close contact and direct the individual through the steps of treating their own injury. The patient should be provided with and encouraged to wear a disposable face mask.
- If the person cannot treat themselves, the volunteer should don the following PPE, gloves and surgical mask.



## **CPR / Use of Defibrillator**

- It is recommended not to perform rescue breaths or mouth-to-mouth ventilation.
- An FFP2 mask should be worn by the Volunteer.
- Perform chest compressions only, until a BVM (Bag Valve Mask) is available.
- If a decision is made to perform CPR, a BVM with a viral filter attached must be used. To ensure a good seal on the facemask, to minimise droplet risk, the two person operation of the BVM is recommended, where possible.
- If, under exceptional circumstances, you have given mouth-to-mouth ventilation, you should contact your GP for advice.
- If a defibrillator is required, normal hygiene protocols should be followed. A surgical mask should be placed on the patient and an FFP2 mask worn by the Volunteer
- PPE to be worn by volunteer, gown, FFP2 mask, gloves and goggles.
- **There are two FFP2 masks and 2 x Viral Filters in each Responder bag.**

## **Following first aid treatment**

- Disposable PPE and any waste should be disposed of appropriately and as clinical contaminated waste.
- Reusable PPE and other equipment should be cleaned / disinfected thoroughly with a surface contact disinfectant.
- Leads on Lifepac 15, contacts should be cleaned with alcohol wipes after decontamination.
- Replenish PPE stock as appropriate. Liaise with your Civil Defence Officer or designated person to ensure any issues with first aid PPE are resolved in as timely a manner as possible.

## **First Aid Cover at events & Ambulance Cover**

- Social distancing should be adhered to.
- Maximum of 3 volunteers only to travel in ambulance to event.
- Where possible patients should be treated outside of the ambulance.
- If the ambulance has been used to treat a patient, the ambulance should be decontaminated (decontaminated – Cleaned and then disinfected) after each patient treatment using a surface contact disinfectant.

## **Additional Guidance**

- Additional guidance is available in the Pre Hospital Emergency Care Council COVID-19 Advisory v1 document
- Please refer to the HSE Interim Guidance for the Use of PPE in Management of Suspected or Confirmed Covid-19

## **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the Instructor / Duty Supervisor / OIC – Officer in Charge

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP & Civil Defence Officer.**





## Wexford Civil Defence – COVID19 – SOG - No. 11 Canteen / Eating COVID-19 Requirements

Date: 7<sup>th</sup> July 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### Procedures



### Canteens and Eating areas

- A review should be carried out to determine the appropriate number of employees who can be facilitated in canteen, kitchen or break area at any one time.
- Put in place a seating and table arrangement which complies with the two metre distancing.
- Employees should wash their hands before and after eating.
- Hand cleaning facilities or hand sanitiser should be available at the canteen or kitchen entrance and exit.
- Adhere to physical distancing and implement a queue management system with correct distance markings at food counters, tray return points and checkouts.
- Volunteers to clear their plates of food and dispose of napkins.
- COVID-19 information posters should be prominently displayed.
- Use only packaged items, tea / coffee / sugar / stirrers and so on.



## **Line Management**

- Ensure physical distancing is maintained during break times and consider staggering breaks where necessary.

## **Civil Defence Officer / Instructors / Volunteers**

- Maintain physical distancing while using canteen facilities.
- Employees should wash their hands before and after eating.
- Tables should be cleared by employees when finished eating and a surface contact disinfectant used between each use.
- No sharing of cups, glasses, dishes or cutlery, unless good sanitisation such as a dishwasher or hot water and detergent are available.
- Designated Person to ensure cups, glasses, dishes or cutlery are washed in a dishwasher or hot water and detergent.
- Use of disposable cups to encouraged.
- Only use keep cups where self service is available.
- All rubbish should be disposed in a suitable bin.

## **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the Civil Defence Officer / Instructors.

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP & Civil Defence Officer.**

## Wexford Civil Defence – COVID19 – SOG - No. 12 Basic Hygiene (including Buildings) COVID-19 Requirements

Date: 7<sup>th</sup> July 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### Procedures



### Hygiene:

Good hygiene and hand washing are key to preventing the spread of COVID-19. All personnel should follow this advice and encourage others to follow this advice too.

#### Do:

- Wash your hands properly and often.
  - You should wash your hands:
  - after coughing or sneezing.
  - before and after eating.
  - before and after preparing food.
  - if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing).
  - before and after being on public transport, if you must use it.
  - before and after being in a crowd (especially an indoor crowd).
  - when you arrive and leave buildings including your home or anyone else's home
  - if you have handled animals or animal waste.
  - before having a cigarette or vaping.
  - if your hands are dirty.



- after toilet use.
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Ensure clothes are cleaned regularly including Hi-Vis and so on.

**Do not:**

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects that touch your mouth – for example, bottles, cups.
- Do not shake hands with anyone.

### **Building Entrances**

- Hand sanitisers should be made available at main entry and at locations throughout the premises.
- Ensure a visible display of HSE COVID-19 safety notices (click link)  
<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

### **Public Counters**

- Refer to Safe Operating Guidance No 6 Meeting and Working Close to the Public.

### **Office Arrangements**

The recommendations in relation to Office Spaces are as follows:

- Determine the occupancy levels for each work location ensuring that physical distancing in line with public health guidance can be achieved.
- Manage office layout as required to ensure employees are seated 2 metres apart
- Promote a clean desk policy and ensure that employees implement a practice of cleaning their workstation at the start and end of their working day.
- Promote use of emails, phones and I.T software rather than face to face contact in the office.
- It is important to reduce the movement of employees between offices / floors and when discussions are needed, do so by phone or email where possible.
- Eliminate, if possible, non-essential visitors attending offices.
- Regularly clean common contact surfaces in offices (for example, photocopiers, laptops, telephone, handsets, desks). Ensure that cleaning materials and waste disposal options are provided.
- Offices should be well ventilated, and windows kept open where possible.
- All desks should be cleaned with appropriate cleaning materials for employees to clean the area before using.
- Minimise handling of paper documents and cash where possible.
- With the exception of fire door, doors should be kept open where possible, when the building is occupied, to reduce persons touching door handles and so on.
- Increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails and so on at regular intervals throughout the day - at least twice daily.

### **Waiting Areas / Reception Areas**

- HSE posters and signage should be displayed in prominent locations advising of physical distancing and hygiene practices.
- Limit numbers of seats / organise in such a manner to ensure two-metre distance.



- Remove any unnecessary items from common areas that could be contaminated for example, magazines / toys.

## **Training Rooms**

- HSE posters and signage should be displayed in prominent locations advising of physical distancing and hygiene practices.
- Limit numbers of seats / organise in such a manner to ensure two-metre distance.
- Remove any unnecessary items from common areas that could be contaminated for example, training aids etc

## **Doors**

- Doors to Training rooms and office should remain open during training.
- Doors should be closed after each nights training to comply with fire regulations.

## **One way System**

- Entry to the training room is via the small main door, up the stairs and exit by the training room rear door, exit via the bay and the front of building small door.

## **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

## **Cleaning**

- All Doors, touch points to be cleaned after each training session,
- Toilets to flushed and toilet duck or parazone added after each training session.
- All coffee cups, water bottles etc to be emptied each night and placed in rubbish bin.

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP & Civil Defence Officer.**

## Wexford Civil Defence – COVID19 – SOG - No. 13 Attendance at Emergency Call Outs

**Date:** 7<sup>th</sup> July 2020

**Version:** 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### Procedures



### Communication and Consultation

- Employees to be briefed by their Civil Defence Officer / Instructor on the contents of this SOG in conjunction with the relevant Risk Assessment/Safe Operating Guidance and the current HSE Coronavirus COVID-19 Public Health Advice in advance of attendance at Emergency Call Outs.

### Organisation of Volunteers

- There should be no employee gatherings before, during or after the attendance and physical distancing guidelines should be implemented for the maximum time possible.
- Where possible the same group of site employees should remain together during emergency calls outs.

### Mobilising and Attending Site

- Prior to site attendance the CDO / Supervisor should determine if there is potential for exposure to COVID-19 at the site location based on available information.





- Refer to Civil Defence COVID19 Travel arrangements.
- Refer to Safe Operating Guidance No 14 Travel for Work.
- Hand sanitising to be carried out by employees on arrival to the site.
- On arrival to the site location the Site Supervisor to establish if there is potential for exposure to COVID-19 at the site location based on available information.

### **Safe System of Work Plan (SSWP)**

- SSWP to be completed by the CDO / Supervisor prior to deployment of volunteers on search.

### **Physical Distancing**

- Where possible volunteers should be organised into small groups, deployed in groups, ensure that physical distancing in line with public health advice is achieved at all times by all Civil Defence personnel.

### **Close Contact Working**

- Where task specific PPE is required employees should comply with the normal PPE requirements in the first instance.
- Should volunteers be required to carry out Close Contact Work, that is, where it has been established that a physical distancing cannot be achieved by other measures, employees must refer to Safe Operating Guidance No 15 Requirement and Use of PPE.

### **Tools, Vehicles and Equipment**

- Refer to Safe Operating Guidance No 16 Use of Vehicles and Equipment

### **First Aid Administration**

- Refer to Safe Operating Guidance No 10 Occupational First Aid/Defibrillator Requirements Covid-19

### **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the CDO / Supervisor.

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP & Civil Defence Officer.**



## Wexford Civil Defence COVID19 – SOG - No. 14 Covid-19 Guidance Travel to Training - Duties

Date: 7<sup>th</sup> July 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### Procedures



### Travelling to / from Training - Duties

- Where possible, walk or cycle, to and from training - duties.
- Where possible, travel alone in your private vehicle to training or HQ – Lockup to pick up Civil Defence vehicle.
- Parking arrangements for additional cars and bicycles may need to be considered for volunteers during this time.
- If availing of public transport, follow physical distancing guidelines provided by operators. Minimise contact with frequently touched surfaces, e.g. handles, roof straps, isolation bars.
- Sanitise hands on arrival at work location.



## **Travelling in Civil Defence Vehicles**

- Social distancing is advised when travelling in vehicles to and from work. It also applies when in Civil Defence vehicles. Due to the nature of our operations this may not be possible.
- Single occupancy of vehicles is preferable.
- Where two volunteers have to travel or operate in one vehicle, a mask must be worn by both volunteers.
- A removable separation screen is in place for vehicles transporting COVID-19 or possible COVID-19 patients.
- The occupancy level of vehicles is to be minimised and single occupancy for vehicles is preferable.
- Sit as far apart as the vehicle allows.
- Passenger to travel in the back of the vehicle at left passenger side.
- Keep windows of vehicles open, at least partially.
- Practice good respiratory hygiene.
- Key touch points in vehicles are to be wiped regularly (e.g. door handles, steering wheel, handbrake, gear stick, radio controls) and hands sanitised before and after entering / exiting the vehicle. Hygienic wipes and hand sanitiser must be available for this purpose.
- Sanitise hands before and after entering / exiting the vehicle.

### **CDO / Supervisor must:**

- **Ensure COVID-19 Induction has been provided.**
- **Ensure a log of contact / group work is kept to facilitate contact tracing**
- **Ensure adequate supplies of hygienic wipes and hand sanitiser are available for use in Council vehicles.**
- **Arrange work crews to reduce sharing of vehicles as far as is reasonably practicable.**
- **If possible, designate a single driver to a specific vehicle. Similarly, if vehicle is shared with crew member/s, crew should be assigned a specific seat for the shift.**
- **Where possible, allow for staff to travel directly to site, to reduce numbers in depots/confined areas.**

### **Drivers & Volunteers must:**

- Regularly clean/disinfect all hard surfaces likely to be touched by the passenger and/or driver.
- Keep cleaning products in the cab/vehicle.
- Use disposable gloves and hand hygiene measures when filling fuel at service stations.
- When sharing vehicle, maintain airflow in vehicle throughout journeys, i.e. keep windows at least partially open.
- Volunteers, no eating or drinking on vehicles, remove all your rubbish from the vehicle.



## **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the CDO / Supervisor

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP Civil Defence Officer.**



## Wexford Civil Defence – SOG - No. 15 Personal Protective Equipment - Requirements and Use – Covid-19

Date: 7<sup>th</sup> July 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain social distancing requirements in line with public health advice

### Procedures



### COVID-19 Personal Protective Equipment

While using Personal Protective Equipment (PPE) can help prevent some exposures, it should not take the place of other preventative measures. The most important action volunteers can take to protect themselves from COVID-19 is regular hand-washing, good respiratory hygiene and observing physical distancing guidelines.

### Civil Defence Officer / Instructors:

- Ensure COVID-19 Induction has been provided.
- Ensure a log of contact / group work is kept to facilitate contact tracing.
- Ensure adequate provision of PPE as determined by Risk Assessment and Standard Operating Procedures.
- Ensure volunteers are provided with suitable information in relation to the use and disposal of the PPE
- Keep up to date with the latest Public Health advice in relation to wearing of PPE during the COVID-19 pandemic.

### All Volunteer should ensure they do the following:

- Check the Risk Assessment or Standard Operating Guidance to determine what PPE is required for the specific activity or task.
- Understand that the PPE provided is to be used by one employee only and must not be shared
- Ensure that PPE selected is suitable for use and is only used for the purposes specified.
- Use the PPE in accordance with the instructions and training provided.
- Report any defects in or damage to the PPE.
- Ensure that the PPE provided is stored in an appropriate manner and disposed of/cleaned after use and replaced as necessary.



## COVID-19 Personal Protective Equipment (PPE)

- **Risk Assessment:** The requirements for PPE are to be determined in the first instance by risk assessment. The risk assessment will determine the type of PPE to be provided and to ensure that the PPE is appropriate to the risk.
- In addition, PPE should be available as appropriate, in the following circumstances:
  - **Close Working Within a Team**  
Physical distancing should be maintained wherever possible. Where specific tasks require that physical distancing cannot be maintained (e.g. manual handling, patient handling etc.), then disposable masks and eye protection are recommended, along with the normal PPE.
  - **Close Working with Members of the Public or Contractors**  
Physical distancing should be maintained wherever possible. Where it has been established that close working cannot be achieved, then an appropriate mask and eye protection are recommended.
  - **Close Working in an Enclosed Space**  
Physical distancing should be maintained wherever possible. Where it has been established that close working cannot be avoided and work will be over a significant period of time (e.g. patient recovery) then a disposable face mask, disposable gloves, eye protection and disposable overalls/suit are recommended.
  - **When treating First Aid Incidents:** When treating First Aid Incidents, appropriate face mask, disposable gloves and eye protection are recommended. Refer to SoG no.10 for specific occupational first aid details.
  - **Suspect Case of COVID-19:** If an volunteer / patient displays symptoms of COVID-19 during training or duties, he/she is to be moved to a designated isolation area and should be provided with a Disposable Face Mask, if one available. The volunteer / patient should wear the face mask if in a common area with other people and while exiting the premises.





## Face Masks

### Types of Face Masks

<b>Respirator Masks</b>	<p>These are intended to filter out essentially all small particles from the air inhaled by the wearer. These are normally required for employees who are considered at higher risk from occupational exposure to COVID-19. The requirement to use should be based on the appropriate risk assessment and should be task specific. They are intended for single use and for discarding after use.</p> <p>Guidance on fitting these masks can be found: <a href="https://www.hse.gov.uk/pubns/disposable-respirator.pdf">https://www.hse.gov.uk/pubns/disposable-respirator.pdf</a></p>
<b>Surgical Masks</b>	<p>The use of surgical masks has two objectives:</p> <ol style="list-style-type: none"><li>1. To reduce the risk of droplet transmission of infection to the wearer.</li><li>2. To reduce the risk of droplet transmission of infection to others.</li></ol> <p>Use of surgical masks for these purposes is in addition to and is not intended as a replacement for other measures to reduce the risk of transmission of infection. These measures include hand hygiene and maintaining a distance of 2 m between people whenever possible. Surgical masks must be donned correctly and should remain in place covering the nose and mouth throughout the period of use. Masks should not be moved up and down over the nose and mouth.</p> <p>These masks are considered where a distance of 2 m cannot be maintained. People with COVID-19 are also asked to wear a mask to reduce the amount of COVID-19 droplets that they scatter.</p> <p>These are intended for single use and for discarding after use.</p>

### Disposable Gloves

Disposable gloves are generally not required for infection prevention and control purposes. Wearing disposable gloves can give a false sense of security. Individuals may:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on;
- not wash your hands as often as needed;
- touch face with contaminated gloves;
- contaminate themselves when taking off the gloves or touching surfaces.

Where gloves are necessary:

- they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.
- Gloves should be disposed of after each use and/or if they become damaged/torn.

### Disposable Overalls

- Single-Use disposable overalls may be provided for volunteers undertaking specific tasks e.g. Covid-19 Patient / Suspected Covid-19 Patient transports.



## **Wearing & Removal of COVID-19 PPE**

- COVID-19 PPE should be worn and removed using appropriate hand hygiene and in line with instruction and training as per the HSE training Videos on Donning & Doffing.

The HSE advises the following sequence for putting on and removing PPE\*:

Putting on PPE sequence:

1. Wash / sanitise hands
2. Put on overalls
3. Put on face mask, where required
4. Put on eye protection
5. Put on gloves
6. Prepare disposal bag at location you are working to place PPE in after task

Removing PPE sequence:

1. Remove gloves – follow standard technique
2. Wash / sanitise hands
3. Remove eye protection
4. Remove overalls
5. Remove face mask – remove by straps
6. Wash / sanitise hands
7. Double bag waste – only touching outside of bag.
8. Wash / sanitise hands

\*All PPE may not be required

## **Disposal of PPE**

- At the end of all tasks, all disposable COVID-19 PPE to be disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised. Hands to be sanitised following same.
- Eye Protection to be washed thoroughly after use with suitable decontamination solution. Hands to be sanitised following same.

## **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Civil Defence Officer**

## Use of Equipment, Tools and Plant: COVID-19 Requirements

Date: 26<sup>th</sup> June 2020

Version: 1.0

### Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice

### COVID-19 Personal Protective Equipment (PPE)

PPE requirements should be determined by risk assessment



### Procedures



### Civil Defence Officer / Instructors

- Ensure COVID-19 Induction training has been provided
- Ensure a log of contact / group work is kept to facilitate contact tracing
- Arrangements to be made for one individual to use the same tool, plant and equipment as much as possible.
- Ensure adequate provision of hand sanitising facilities and cleaning materials.

### General Arrangement for use of Equipment, Tools and Plant:

- All tools and equipment should be properly sanitised to prevent cross contamination.
- Sharing of tools and equipment should be avoided if possible.
- Plan work for one individual to use the same equipment or tool as much as possible.
- Where this is not possible then commonly used surfaces / touch points must be wiped down with disinfectant between each use by the user.
- Cabs and touch points of vehicles should be cleaned by driver and maintained daily thereafter).



- Consider provision of posters / stickers in the workplace to encourage staff to complete ongoing disinfection of tools and equipment that is shared

### **Close Working Less than two metres**

In the first instance, all options to eliminate the close working activity should be considered and exhausted.

Where two metres physical distancing cannot be avoided the following is required:

- Risk assessment to be carried out and control measures determined including PPE requirements.
- Limit the amount of time of close working to the absolute minimum.
- Hygiene to be maintained to a high standard:
  - Clean hands before and after activity
  - Avoid touching face
  - Practice good respiratory hygiene and cough etiquette
  - Work environment and equipment to be cleaned before and after activity
- Avoid physical contact and personnel to operate side by side, facing away from each other where possible.
- PPE used is to be removed and disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised.

### **Monitoring of Arrangements**

- Covid-19 arrangements on site to be monitored regularly by the Site Supervisor.

**If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP / Civil Defence Officer.**