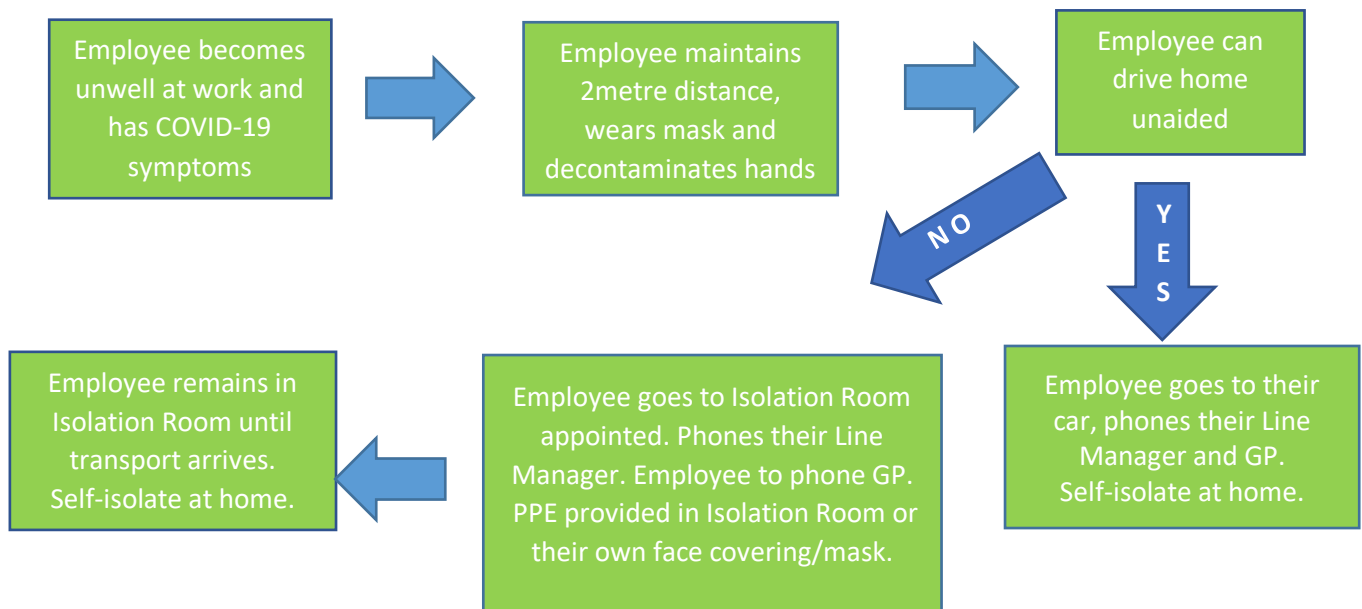




LIT Response Plan for an employee Suspected COVID-19 Case and use of the Isolation Room

Prevention: The Return to Work Safely Protocol focuses on the prevention of COVID-19 cases in the workplace by **all LIT Employees** and others who may be in the workplace.

Please be aware of the COVID-19 symptoms and DO NOT attend work if you have any symptoms.



Employee's Line Manager/Colleagues Do/Don'ts:

- × **Do NOT** enter the Isolation Room while the Employee is in there. Use your phone to communicate with them.
- ✓ Do provide the necessary supports for the Employee to contact their doctor while in the Isolation Room.
- ✓ Do notify the Line manager of the situation.
- ✓ Do record the names and contact details of all people working in the same area as the unwell person, or those known to have been in close contact (where possible).
- ✓ Do follow up with the Employee to make sure that they got home ok.

1. If an employee develops COVID-19 symptoms while at work, they are to immediately go home where possible. The affected employee must also:
 - Inform their line manager by phone or email.
 - Don a face mask and decontaminate hands prior to leaving to reduce risk of spreading COVID-19.
 - Always maintain physical distancing while leaving.
 - Call their GP and self-isolate at home.

Once the employee has left, their Manager/Head of Department is to contact Estates to arrange cleaning of any work areas the person used.

2. In the case of an employee developing symptoms at work and it is not possible for them to go home directly, the isolation room **MUST** be used while they await arrangements to go home.

- All staff are always advised and reminded to maintain a distance of at least 2 metres from the affected employee.
- **NO ONE should be in the Isolation Room other than the affected** employee unless there is a life-threatening medical emergency in which case an Ambulance and Health Unit staff should be called. If this happens correct PPE will be worn for any medical interaction.
- Discuss by phone with the affected employee their options to get home e.g. lift from family member. Does the employee need transport home or, if directed by their GP, transport to an assessment centre?
- Once the employee has left, lock/secure the Isolation Room. Contact Estates to arrange the cleaning of the Isolation Room and any work areas the person used.
- Follow-up to check that the employee got home safely by Manager/colleague.
- A contact log from work should be available to Line Manager, for use by the HSE in contact tracing if suspected case is positive for COVID-19.

Isolation Room Requirements

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| <ul style="list-style-type: none">✓ Route to Isolation Room and Room universally accessible✓ Private Room (with door).✓ Ventilated e.g. ability to open window✓ Hand sanitiser✓ Disinfectant and/or wipes✓ Plastic chair✓ Bottle of water for suspect COVID-19 employee✓ Tissues✓ Pedal operated bin. Lined with plastic bag.✓ Gloves, masks |
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Isolation Rooms Identified:

- **Moylish** – Main building changing rooms (located at the back of the main building canteen adjacent to the staff car park).
- **Clare Street** – Room GF38 - Octagonal Room Ground Floor.
- **Georges Quay** – Room GF02 - Ground floor office just inside the main door.
- **Merriman House** – Room 0.02 - Boardroom on ground floor.
- **Ennis** – Room LG9 - Lower ground floor office.
- **Thurles** – Room E103 - Research prefab behind modular building.
- **Clonmel** - A112 – odd shaped room at the end of the building.

Medical Contact Details:

Employees Own GP Clinic

HSElive 1850 24 1850

Emergency Medical Details (Only in emergency situations)

Emergency Ambulance (state suspected COVID-19 Case) 999/112

LIT Nurses: 061-293106 (only if medical emergency otherwise follow protocol)

Additional Information

Staff will need to follow all return to work protocols outlined by Human Resources on Return to Work once illness is resolved.