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1. Introduction

Coronaviruses are a large family of viruses that circulate among animals, including camels, cats and bats, with some causing illness in humans e.g. SARS (civet cats) and MERS (dromedary camels). Rarely, animal coronaviruses can change and infect people and then spread between people such as has been seen with MERS and SARS.

In December 2019, a novel coronavirus (COVID-19) was first isolated from three patients with pneumonia, connected to the cluster of acute respiratory illness cases from Wuhan, China. Genetic analysis revealed that it is closely related to SARS-CoV and genetically clusters within the genus Betacoronavirus, forming a distinct clade in lineage B of the subgenus Sarbecovirus together with two bat-derived SARS-like strains.

Coronaviruses are mainly transmitted by large respiratory droplets and direct or indirect contact with infected secretions. Personal protective equipment (PPE) and good infection prevention and control precautions are effective at minimising risk but can never eliminate it.

This document aims to outline the role of Occupational Health (OH) in preparing for and managing potential coronavirus exposures. It is an interim guideline, and will be updated as new evidence based information becomes available. This document should be read in conjunction with HPSC guidance documents including the [Interim Infection Prevention and Control Precautions for Possible or Confirmed 2019 novel Coronavirus \(COVID-19\), Middle East Respiratory Syndrome Coronavirus \(MERS- CoV\) and Avian Influenza A in Healthcare Settings](#)

Further Information can be found on the HPSC website - <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

Public Health can be contacted to provide further information and support - see Important Contact Details for Management of Coronavirus Appendix 3

2. Prevention of transmission of Coronavirus

It is the responsibility of each individual service to ensure that an appropriate management plan is in place to identify patients with potential Coronavirus and to protect healthcare workers (HCW) so that they can safely care for the patient.

There are a series of fundamental steps in the prevention of transmission of Coronavirus in healthcare settings including:

- Administrative measures (e.g. the education, instruction and training in relation to the nature of the Coronavirus, mode of transmission and the steps HCWs are required to take to protect themselves),
- Appropriate work practices (inc. standard, droplet and transmission-based precautions)
- Provision of a safe work environment
- Use of personal protection equipment appropriate for the risk and the tasks, having received repeated training and having demonstrated competency in performing all

- Coronavirus-related infection control practices and procedures, specifically in donning and doffing proper PPE
<https://www.who.int/csr/resources/publications/putontakeoffPPE/en/>
- Health Surveillance for identified contacts

3. Roles and Responsibilities – General

3.1. HSE Management

- 3.1.1. To provide adequate resources for the prevention and management of Coronavirus events within the HSE
- 3.1.2. To advise staff regarding the terms and conditions of sick leave / reasonable accommodations should this be required in terms of contacts potentially exposed to Coronavirus.
- 3.1.3. To identify HCWs in contact with confirmed case of COVID-19, collate casual contacts and refer any possible close contacts for contact tracing to Occupational Health
- 3.1.4. To implement arrangements to maintain and provide access to Contact Packs within the clinical/hospital setting.
To provide information to pregnant HCW and other HCWs with pre-existing illnesses about the risks from COVID-19 as per the national guidance -
https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/occupationalhealthguidance/Pregnant%20HCW%20and%20other%20HCWs%20and%20the%20risks%20from%20COVID-19_v1.0_17.03.2020.pdf

3.2. Workplace Health & Wellbeing (WHWU) National Clinical Lead

- 3.2.1. To ensure all Occupational Health Services are aware of their responsibilities in line with this guidance
- 3.2.2. To ensure adequate resources are in place for the provision of Occupational Health response in an emergency situation, with a surge capacity plan if necessary. This may allow extra resources to be allocated to assist local services in the event that a Coronavirus exposure may have occurred.
- 3.2.3. To liaise with responding Occupational Health Services during and after a Coronavirus exposure to provide additional support and to evaluate the response for further learning and development of the guidance.

3.3. Occupational Health Services

- 3.3.1. To engage with local teams in preparation and management of cases.
- 3.3.2. To ensure close contact packs are available and updated as required. To agree with local management on the location and access of these packs
- 3.3.3. Where management are unclear as to the contact category, assessment and assignment of affected HCW to casual or close contact category
- 3.3.4. To ensure identification of all relevant HCWs, including Ambulance services HCWs involved in the case. (The Ambulance Service Occupational Health services must be notified of any case that may affect their HCWs, if different to local hospital service)

- 3.3.5. Follow-up surveillance of 'Close Contacts' and relevant HCWs returning from international travel.
- 3.3.6. To arrange testing for symptomatic testing contacts as per 'Telephone Risk Assessment and testing pathway for mildly symptomatic Healthcare Worker contacts who phone Occupational Health (OH)'.
- 3.3.7. To ensure implementation of this guidance as required
- 3.3.8. To provide timely and regular updates on management Coronavirus event to WHWU
- 3.3.9. To carry out an evaluation of the process and outcomes to facilitate further development of the guidance.

3.4. Employees

- 3.4.1. To follow the guidance provided by Occupational Health / Public Health and their manager.
- 3.4.2. To immediately act to self-isolate if they have been identified as a contact and become unwell at work and to inform their manager and Occupational Health so that appropriate testing may be arranged.

4. Role of Occupational Health - Pre-exposure / preparation

4.1. Protection of staff

- 4.1.1. OH have an advisory role only in supporting the Infection Prevention and Control teams in the implementation and delivery of the training and education of HCWs.

4.2. Fitness for work

- 4.2.1. OH will be available to discuss fitness for work concerns with individual HCWs and, with required consent, service management – see appendix 4 for sample consent.
- 4.2.2. HCWs for whom it has not been possible to identify and provide appropriately fitting PPE cannot be rostered to work with Coronavirus patients.
- 4.2.3. Any potential health problems identified at preparatory training into appropriate work practices and their medical fitness to use PPE should be referred to the OHS for assessment via the standard management referral process.
- 4.2.4. HCWs should be advised of the availability of the OHS to assess other health concerns and advise on fitness for work issues on a case by case basis.
- 4.2.5. From 6pm on the 16th of March, if HCWs has returned from international travel (outside of the island of Ireland) will be excluded from work for a period of 14 days on passive monitoring. See section 8.

The ‘Pregnant HCW and other HCWs and the risks from COVID-19 in the DELAY phase’ guidance states:

HCWs who are pregnant, who are otherwise immunocompromised or who have other conditions that place them at high risk of severe disease but who adhere to recommended Infection Prevention and Control precautions are unlikely to be at greater risk of acquiring COVID-19 virus infection compared with other HCW’s and do not need to be excluded from providing care to such patients.

Where possible and consistent with expressed preference of the healthcare worker it is pragmatic to allocate healthcare workers who are pregnant, who are otherwise immunocompromised or who have other conditions that place them at high risk of severe disease to the care of other patients whenever practical. (Last checked 23rd Mar 2020)

Please note: the HCW needs to discuss this directly with their manager.

5. Management of HCW Contacts Exposure in the Workplace

5.1. Contact Tracing purpose and responsibility

- 5.1.1. The purpose of contact tracing is to identify and monitor those who have been in close contact with a Coronavirus case to ensure early detection of disease if they have been infected. This will lead to early identification and management of the case and, in most cases, better clinical outcomes and to prevent onward transmission to others
- 5.1.2. Contact tracing should be initiated as soon as possible, as per locally agreed arrangements after a confirmed case of COVID-19 or a highly likely suspected case requiring intensive or high dependency care is identified in Ireland.
- 5.1.3. If clinical and exposure history of the suspected case are highly likely to be COVID-19, identification of contacts and assessment of their close or casual status should be performed while laboratory test results are awaited.
- 5.1.4. If the clinical or exposure history of the suspected case are not highly suggestive of COVID-19, contact tracing activities can be delayed until laboratory results are received.
- 5.1.5. Contact tracing of a case in Ireland is completed by Public Health (PH) in conjunction with the hospital team (Infectious Disease consultant/admitting physician, Infection Prevention and Control Team (IPCT), clinical Microbiologist and Occupational Health Service).
- 5.1.6. It is usual that:
 - Community based contacts will be monitored by Public Health
 - Healthcare workers, including laboratory staff, National Ambulance Service staff and affected agency staff will be monitored by Occupational Health
 - Hospital in-patient contacts will be monitored by infection prevention and control and clinical microbiologist while receiving in-patient care and by Public Health following discharge.
- 5.1.7. All persons identified as having had contact with a confirmed case or a highly likely infectious suspected case should be classified as a close or casual contact.

5.1.8. Relevant demographic, epidemiological and exposure data should be compiled for each contact. See section 5.7 for data collection information.

5.1.9. Contact tracing and management are based on the latest available knowledge – (ECDC Public health management of persons having had contact with novel coronavirus cases in the European Union)

- The incubation period of COVID-19 is currently understood to be 2–12 days. For precautionary and practical purposes, a follow-up period of 14 days (two weeks) should be considered.
- A case is believed to be most infectious when symptoms are present, but could possibly already be infectious before the onset of symptoms. Infectiousness is likely to be correlated with severity of symptoms in ambulatory patients.
- Transmission is believed to be mainly via respiratory droplets. At present, it is still unclear whether airborne or faecal transmission is possible (Last updated 25 February 2020).

5.2. Identification of HCW contacts

5.2.1. The HPSC Coronavirus Case definition can be found at <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/casedefinitions/>

5.2.2. In the context of the following definitions, the definition of a case is - **laboratory confirmed infectious Novel Corona Virus case or to a highly likely infectious suspected case**, as confirmed by the treating consultant or the microbiology consultant on duty.

5.2.3. In certain circumstances, where possible cases fall outside case definitions, a clinical decision may be required.

5.3. Close and Casual Contact Definitions

Close contact definition

HCWs (excluding laboratory workers) who:

- have a cumulative unprotected exposure during one work shift (i.e. any breach or omission of gloves, a gown, eye or respiratory protection) for more than 15 minutes face-to-face (< 1 meters distance) to a case
OR
- have any unprotected exposure of their eyes or mouth or mucus membranes, to the bodily fluids (mainly respiratory secretions e.g. coughing, but also includes blood, stools, vomit, and urine) of the case.
OR
- have any unprotected exposure (i.e. any breach in gloves, gown, eye or respiratory protection) while present in the same room when an aerosol generating procedure* is undertaken on the case.

Any HCW who meets the above criteria, will be considered a Close Contact 14 days after this contact.

*Aerosol Generating Procedure: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/>

HCW Casual Contact Definition

HCWs (excluding laboratory workers) who have taken recommended infection control precautions, including the use of appropriate PPE (i.e. a protected exposure) during the infectious period for the following types of exposure to a case:

- A cumulative **protected exposure** during one work shift for more than 15 minutes face-to-face (less than 1 meters distance) to a case
OR
- Any **protected exposure** to the bodily fluids (mainly respiratory secretions e.g. coughing but also includes blood, stools, vomit, and urine) of the case
OR
- Any **protected exposure** while present in the same room when an aerosol generating procedure* is undertaken on the case
OR
- A HCW who was not wearing gloves but was wearing a gown, eye, nose and mouth protection, performed hand hygiene immediately after hand skin contact with secretions / excretions of a case, would be considered low risk and therefore not a close contact.
OR
- A cumulative **unprotected exposure** during one shift (i.e. any breach or omission of gloves, a gown, eye or respiratory protection) for **less than 15 minutes** face-to-face (less than 1 meters distance) to a case.

Any HCW who meets the above criteria will be considered a Casual Contact for the duration of the care provided and for 14 days after the last contact.

Aerosol Generating Procedure: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/>

Laboratory HCWs

- Lab HCWs who have not fully adhered to good laboratory practice in one work shift for **less than 15 minutes**, while testing samples, are classified as **Casual Contacts**.
- Laboratory HCWs who have not fully adhered to good laboratory practice for **15 minutes or more** in one work shift, while testing samples, are classified as **Close Contacts**.

Laboratory HCWs who have taken recommended infection control precautions, including the use of appropriate PPE (i.e. a protected exposure while handling samples) of a case are not classified as contacts.

Returning Healthcare Workers:

All health care workers who are returning to Ireland after 6pm on the 16th of March will be asked to restrict movement for 14 days and will be passively monitored by OH.

5.4. Active and Passive follow-up definitions:

Active follow-up – required for Close Contacts (see section 6):

The HCW:

- **Must not** remain at work
- **Must restrict movement**
- Linked to Occupational Health
- Close Contact specific advice provided
- Contacted on a daily basis
- Self-monitor for symptoms for 14 days after the exposure incident
- Contact Occupational Health/GP if they develop relevant symptoms

Passive follow-up - required for Casual Contacts (see section 7) and Returning HCWs (see section 8):

HCW:

- Asymptomatic Casual Contacts Can remain at Work
- Symptomatic Casual Contacts **Must not** remain at work
- Casual Contact specific advice provided
- Self-monitor for symptoms for 14 days after the last potential exposure
- Contact Occupational Health/Emergency Department if they develop relevant symptoms

5.5. Preparation to manage contacts

- 5.5.1. Arrange the preparation of contact packs and agree location for storage of these packs to ensure they're available at all times.
- 5.5.2. 'Close Contacts' information envelopes should be prepared per hospital/ National Ambulance Service area – see section 6 for details.
- 5.5.3. 'Casual Contacts' information sheets should be prepared with service contact details in preparation to be sent out to managers for distribution to HCWs providing care to a case. See section 7 for details.
- 5.5.4. Ensure important contact information is available. See Appendix 3 – Template for recording Important Contact Details

5.6. Exposure risk assessment

- 5.6.1. Contact needs to have occurred during the infectious period.
- 5.6.2. For the purposes of this guidance, given the current knowledge about COVID-19 transmission, the infectious period is defined as from the day of symptom onset in the case, until the case is classified as no longer infectious by the treating team (usually 5 days fever free AND 14 days from symptom onset but may be longer in severely ill cases who are hospitalised).
- 5.6.3. A register or 'log' of all HCWs involved in the care of a patient suspected or diagnosed with Coronavirus, or who fulfil the definition of a contact, should be collated by local management for the OHS. This should include the HCWs' contact details. These will be deemed 'Casual Contacts'.
- 5.6.4. Where a possible close contact incident has occurred, the Occupational Health service will carry out an exposure risk assessment.
- 5.6.5. OH will undertake active monitoring of Close Contact HCWs occupationally exposed to Coronavirus (i.e. contacts) and will inform the individual of the supports available.

5.7. Support, Counseling & Provision of Information

- 5.7.1. The OH will ensure that all contacts have correct and accurate information in relation to their risk of exposure. See section 6 and 7
- 5.7.2. Contacts assigned to active monitoring will be contacted daily by Occupational Health and will be advised of actions should they display symptoms.
- 5.7.3. Contacts should be informed of the psychosocial supports that are available via the OHS and the local Employee Assistance Programme/ Employee Wellness Programme/ Staff Counselling services.

5.8. Occupational Blood Exposure

- 5.8.1. In the event of an occupational blood exposure such as a needlestick injury/percutaneous injury or a mucutaneous exposure, the standard occupational blood exposure management should be followed in line with the [Emergency Management of Injury \(EMI\) Guidelines](#)
- 5.8.2. All the necessary precautions will be taken to minimise the risks associated with handling blood from a known or suspected patient with Coronavirus
- 5.8.3. The HCW will be followed up as a close contact following the incident.

5.9. Collection, updating, and reporting of contact data

- 5.9.1. Data is processed in accordance with the General Data Protection Regulations (GDPR) along with the Data Protection Acts 1988 – 2018. Confidentiality of the contacts data must be ensured with consent obtained for correspondence with services, such as the HCWs GP, outside of the Occupational Health service- see appendix 4 for sample consent.
- 5.9.2. All contacts must be recorded and shared with Public Health
- 5.9.3. Due to the large numbers of cases the OHS should make contact with local Public Health to plan what details are required. PHD is responsible for collating all contact data returned from OHS on HCW contacts. Example of details to be shared are:

- Numbers of close contacts associated with a case.
 - First and last date of monitoring per contact-Symptoms and date referred for testing (if relevant), and outcome of test.
- 5.9.4. Communication of contact details to Public Health does not require consent*. See Appendix 3 for Public Health contact details per region.
- 5.9.5. The contacts' management log can be used locally for maintaining data but this is not essential
- 5.9.6. The relevant Specialist in Public Health Medicine and National Clinical Lead in WHWU will be informed of outcome of monitoring/illness on an on-going basis (as required).

*The Medical Officers of Health (Directors of Public Health and Specialists in Public Health Medicine) have the responsibility under the Infectious Diseases Regulations 1981 as amended to investigate and control notifiable infectious diseases and outbreaks (Regulation 11). In order to do this, others must comply with requests for information necessary to carry out the MOH function (Regulation 19).

6. Management of HCW Close Contacts (Workplace Contact)

6.1. Monitoring

- 6.1.1. Close contacts of a confirmed case **may not remain at work** and should restrict movements and undergo **active follow-up**. An exception may be made for HCWs who may be required to return to work based for **essential service needs**. See section 9 for details
- 6.1.2. Close Contacts should be advised about their risk and the symptoms of COVID-19.
- 6.1.3. They will be provided with a Close Contact information envelope containing
- 2 surgical face masks
 - a Symptom Monitoring Chart (appendix 2),
 - a Close Contact Information leaflet (appendix 5)
 - Infection Prevention Advice Leaflet (appendix 8)
- 6.1.4. They should be reminded about adhering to adequate respiratory etiquette and hand hygiene practice throughout the period of active monitoring.
- 6.1.5. For these contacts who are assigned to active monitoring they will:
- Self-Monitor for symptoms
 - Avoid the use of anti-pyretics, (for example paracetamol, ibuprofen) while undertaking monitoring, in case they mask symptoms.
 - Report symptoms daily to the OHS or designate using either an SMS text messaging system (if available) or telephone contact or other locally agreed method. Note: if the contact under active monitoring using an SMS messaging system does not respond to the text message then a follow-up phone call is required.
 - Immediately notify OHS during normal working hours or GP on call outside of these hours if they develop any symptoms – See section 10.
- 6.1.6. Contact details should be specified on the Information Leaflet.
- 6.1.7. Contact should be made on a daily basis by Occupational Health to ask about relevant symptoms for 14 days after the last possible contact with a confirmed COVID-19 case.

- The Occupational Health Service undertaking this can make an operational decision as how best to manage this such as use of telephone calls, text messages or emails on a daily basis.
- 6.1.8. Close contacts should be advised to immediately telephone their local Occupational Health Service/GP on call if they become unwell. Symptoms may include fever and/or respiratory symptoms (including coughing and shortness of breath).
- 6.1.9. Contacts that are immuno-compromised or those taking anti-pyretic analgesia may not present with fever and the importance of reporting other symptoms should be stressed to them.
- 6.1.10. Less frequent active follow-up together with passive surveillance may be necessary if there are large numbers of close contacts to monitor
- 6.1.11. With informed consent from the employee, the contact's GP may be sent a standard notification letter - Sample letter is available in appendix 1. Sample consent is available on appendix 4.
- 6.1.12. If they remain asymptomatic throughout the monitoring period they will not require testing and may return to work after 14 days.

6.2. Isolation and restrictions:

- 6.2.1. Close contacts of a confirmed case will be unable to remain at work and should be advised to limit their movements and interactions with others, as far as is practical as per Close Contact Information Leaflet (appendix 5).
- 6.2.2. Guidance on restricting movement and self-isolation is available on the HPSC website <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/selfisolationathome/>

7. Management of Casual Contacts

7.1. Monitoring

- 7.1.1. Casual contacts should undergo passive follow-up where they self-monitor for symptoms
- 7.1.2. The manager should identify all casual contacts
- 7.1.3. The manager should provide casual contacts with:
- a Casual Contacts information leaflet (appendix 6)
 - Infection Prevention Advice Leaflet (appendix 8)
- 7.1.4. They should be advised to self-isolate if they develop any relevant symptom and telephone their local Occupational Health Service/GP on call. See section 10.

7.2. Isolation and restrictions:

- 7.2.1. No restriction on movement, interactions with others or work is advised.

8. Health care workers returning from any International Travel

8.1. Risk categories

- 8.1.1. HCWs who have returned from any travel outside of the island of Ireland from 6pm on the 16th of March will be excluded from work and are required to restrict movement for 14 days. They will be passively monitored by Occupational Health.
- 8.1.2. HCWs who have returned from areas of presumed on-going transmission BEFORE this date/time will have been assessed by Public Health and categorised as required to restrict movement or allowed to return to work. HCWs who were permitted to return to work would be undergoing daily active monitoring by Occupational Health for 14 days.

8.2. Monitoring required for Returning HCWs AFTER 6pm on 16th March 2020

- 8.2.1. These returning HCWs will be required to restrict movement, stay out of work and self monitor for symptoms.
- 8.2.2. Occupational Health will advise them about their risk and the symptoms of COVID-19.
- 8.2.3. They will be provided with information including
- Returning HCW Contact Information leaflet (appendix 7)
 - Infection Prevention Advice Leaflet (appendix 8)
- 8.2.4. They should be reminded about adhering to adequate respiratory etiquette and hand hygiene practice throughout this period.
- 8.2.5. For these contacts who are advised to restrict movements and self-monitoring they will:
- Self-Monitor for symptoms for up to 14 days following return from travel
 - Limit movements and interactions as much as is practicable
 - Avoid social gatherings, healthcare, educational and workplace settings
 - Can go outside if maintains at least 1 m distance from others
 - No restrictions on other household members (unless also close contacts)
- Avoid the use of anti-pyretics, (for example paracetamol, ibuprofen) while undertaking monitoring in case they mask symptoms.
- 8.2.6. These HCWs must be advised to self-isolate immediately if they become symptomatic and contact their GP— see section 10.
- 8.2.7. Contact details should be specified on the Information Leaflet (Appendix 7).
- 8.2.8. HCWs that are immuno-compromised or those taking anti-pyretic analgesia may not present with fever and the importance of reporting other symptoms should be stressed to them.

8.3. Isolation and restrictions:

- 8.3.1. HCWs who have returned from any travel outside of the island of Ireland will be unable to remain at work and should be advised to limit their movements and interactions with others, as far as is practical as per Returning HCW Contact Information leaflet (Appendix 7)
- 8.3.2. Guidance on restricting movement, and self-isolation at home is available on the Hpsc website <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/selfisolationathome/>

9. HCW Excluded from Work Returning Due to Essential Service Needs

9.1. Derogation of 'Essential' HCWs

- 9.1.1.If, despite redeployment efforts/recruitment, an area cannot be staffed safely or a critical skill set to provide critical/essential services is unavailable, then derogation from management may be given to HCWs from the identified critical services to return to the workplace under appropriate monitoring.
- 9.1.2.The guidance for Derogation must be followed: **'Derogation for the return to work of Healthcare Workers (HCW) who have been advised to restrict their movements BUT are identified as essential for critical services'**.
- 9.1.3.Management must identify HCWs they deem 'essential' due to service needs and they may provide derogation for their return.
- 9.1.4.Where the HCW is a close contact, managers must liaise with Occupational Health know the specific risk of this close contact. There is increased risk of exposure if aerosol generating procedures were carried out during their unprotected contact, or if they had unprotected contact with multiple index cases.
- The manager must advise Occupational Health of their decision for the HCW to return to work.
 - Occupational Health should advise management if they believe the risk is too high for that HCW to return to work.
- 9.1.5.HCWs who have become symptomatic may not return to work

9.2. 'Essential' HCWs Requiring Active Monitoring

- 9.2.1.'Essential' HCWs, who are close contacts due to healthcare or community contact with a confirmed case or restricting movement due to international travel, may be allowed to return to work with active monitoring, for the remainder of the 14 days of restricted movement. .
- 9.2.2.The HCWs manager must ensure twice daily monitoring is carried out within the workplace. This monitoring must include a symptom check and temperature check (which must be <37.5°C) and must be recorded on the Symptom Monitoring Chart' – see appendix 2.
- 9.2.3.The first check must be prior to commencing their shift at work.
- 9.2.4.As well as twice daily symptom check by managers, daily active monitoring by Occupational Health will continue for close contacts and will be commenced for Returning Healthcare Workers who were previously on passive monitoring.
- 9.2.5.An 'Essential Healthcare Worker requiring active monitoring' leaflet will be given to these workers by Occupational Health. (See Appendix 9).
- 9.2.6.These HCWs must bring carry surgical face masks and must record their symptoms and temperature on the 'Symptom Monitoring Chart' – see appendix 2.
- 9.2.7.**If they become symptomatic or if their temperature is > 37.5°C**, the HCW must put on their surgical mask immediately self isolate if and contact Occupational Health to arrange testing.

9.3. 'Essential' HCWs Requiring Passive Monitoring

- 9.3.1. Other HCWs who may be considered for a derogation from management (see appendix 1):
- A HCW, with a household contact who is symptomatic and self-isolating, awaiting testing/results.
 - A HCW, with a household contact who is symptomatic, but does not fit the criteria of a suspect case, and will not therefore be tested.
 - A HCW who had symptoms, but did not fit the criteria of a suspect case, was not tested and is now **at least 48 hours symptom free**.
- 9.3.2. These HCWs may be allowed to return to work with passive monitoring, i.e. self-monitoring of symptoms, for the remainder of the 14 days of restricted movement.
- 9.3.3. Passive self-monitoring must be carried out by these HCWs under the direction of their manager.
- 9.3.4. Any HCW who becomes symptomatic must immediately self isolate if and contact Occupational Health to arrange testing.
- 9.3.5. Managers who may be using this derogation process can be provided with the 'Essential Healthcare Worker requiring Passive Monitoring' Leaflet, to issue to these HCWs – appendix 10.

9.4. Monitoring

- 9.4.1. **If they become symptomatic or (for active monitoring) if their temperature is > 37.5°C**, the HCW must immediately self isolate if and contact Occupational Health/OHP on call to arrange testing.
- 9.4.2. If at home out of hours they can contact their GP on Call or if not acutely unwell, wait to contact Occupational health the next morning.
- 9.4.3. If at work out of hours in a hospital setting the ED may be contacted to arrange testing if available. If not they must return home, self isolate and contact Occupational Health the next day.

10. Management of Symptomatic Contacts

10.1. Testing Criteria for Symptomatic Healthcare Workers

- 10.1.1. HCWs who develop respiratory symptoms must self-isolate immediately.
- 10.1.2. Testing will only be carried out on HCW who fulfil the following criteria:
- A Healthcare Worker (HCW) with acute respiratory illness (fever **AND** at least one sign/symptom of respiratory disease, e.g., cough, shortness of breath);
 - A HCW with any acute respiratory illness **AND** having been in contact with a confirmed or probable COVID-19 case in the last 14 days prior to symptom onset;

10.2. Testing Managed by Occupational Health Services

- 10.2.1. Occupational Health will carry out assessment and testing of HCWs who:
- Are known Covid-19 Close/Casual Contacts
 - Have been identified as 'Essential' to critical services by their manager.

10.2.2. If the Occupational Health service is not available the HCW may contact their GP but must inform Occupational Health as soon as possible.

10.3. Other Symptomatic HCWs for Testing by GPs

10.3.1. HCWs who are symptomatic and do not fill the criteria of close or casual contact and who have not been derogated as an essential HCW by management will be directed to contact their GP for assessment and testing.

10.3.2. HCWs undergoing testing from their GP should be advised to update OH with results.

10.4. Occupational Health Assessment and Testing Process

10.4.1. Occupational Health will advise immediate self-isolation, if not already in place.

See Self Isolation at Home Guidance. <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/>

A risk assessment will be carried out over the telephone. (See Algorithm – Telephone Assessment, Testing Pathway and Return to Work of

10.4.2. Symptomatic Healthcare Workers If the HCW's condition is stable, OH will arrange testing. If the HCW's condition may be unstable, the OH may contact the National Ambulance Service (NAS) who will organise the patients transfer to hospital for testing and medical management.

10.5. Symptomatic HCWs Who Do Not Fulfill the Criteria for Testing

10.5.1. HCWs who are symptomatic and do not fill the criteria for testing will be advised to self-isolate for 14 days

10.5.2. The HCW may receive derogation from management to return to work before the 14 day period, IF they are asymptomatic for 48 hours - See section 9 for details. HCWs undergoing testing from their GP should be advised to update OH with results.

10.6. Results -COVID-19 Not Detected

10.6.1. For results ordered by the OH service, they will inform the HCW and provide advice re symptom management and further treatment with GP if necessary.

10.6.2. If COVID-19 is not detected by PCR, those symptomatic close/casual contacts will still need to be monitored for 14 days after their last contact with a confirmed COVID-19 case. They will return to either active or passive surveillance as determined by the initial risk assessment.

10.6.3. If Not Detected, and the symptoms have resolved by day 12-14 the HCW can return to work as planned once asymptomatic for at least 48 hours

10.6.4. If the HCW remains symptomatic by day 14, they will continue to be excluded from work and must contact their GP to manage their care, including for certification.

10.6.5. If the HCW had no known contact or had casual (protected) contact with known COVID-19 case in the healthcare environment, they can return to work once asymptomatic for 48 hour.

10.7. Results - COVID-19 Detected

- 10.7.1. OH informs the HCW, advises they must continue to self-isolate as per the guidance and advise them to contact their GP for on-going medical management of care.
- 10.7.2. Contact tracing within the service may be required.
- 10.7.3. Public Health must be informed in order to initiate contact tracing in the household.
- 10.7.4. HCWs who are medically well can return to work 14 days after symptom onset (or date of diagnosis if no symptoms) AND 5 days with no fever.
- 10.7.5. The hospital specialist or GP will provide advice regarding return to work.

11. References:

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Centres for Disease Control and Prevention. (2020). *Interim U.S. Guidance for Risk Assessment and Public Health Management of Healthcare Personnel with Potential Exposure in a Healthcare Setting to Patients with Coronavirus Disease 2019 (COVID-19)* Available: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html> . Last accessed 12th Mar 2020.

12. Appendix 1 - Template letter to GPs re contacts assigned to active monitoring

Occupational Health Details

Tel:

Date:

Patient Name:

Date of Birth:

Address:

Dear Dr. _____

The above named has been in recent contact with a patient with laboratory confirmed Novel Coronavirus (COVID-19). As a disease control measure, they are undergoing active surveillance by staff at the Occupational Health Service _____. This service will contact them daily to screen for the next xx days for symptoms of COVID-19. They have been advised to self isolate and contact the Occupational Health Service/Emergency Department immediately if they become unwell.

Please do not hesitate to contact us if you have any queries. Up-to-date information on COVID-19 is available at www.hpsc.ie.

Yours sincerely

Specialist in Occupational Health Medicine
MCRN

13. Appendix 2 – Close Contact Symptom Monitoring Chart

Name: _____ Date of Birth: _____

Date of incident/last exposure: _____

Day	Date	Time	Temp	Symptoms noted
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Symptoms of COVID-19 infection can include any of the following:

- Fever
- Cough
- Shortness of breath
- Difficulty breathing

If at any time you develop symptoms, refer to the **Novel Corona Virus Close Contact information Leaflet** enclosed.

14. Appendix 3 – Template for recording Important Contact Details

Contact		Landline	Mobile
Occupational Health Service			
Occupational Health Specialist on call	8am – 8pm Saturday and Sunday		0876197040
Local designated receiving hospital 1 • Emergency Department •			
Local designated receiving hospital 2 • Emergency Department •			

Public Health On Call Numbers – available 8am – 8pm daily			
HSE E	– 01 6352145	HSE NW	– 071 9852900
HSE M	– 057 9359891	HSE SE	– 056 7784142
HSE MW	– 061 483337	HSE S	– 021 4927601
HSE NE	– 046 9076412	HSE W	– 091 775200

15. Appendix 4 – Consent Form- Sharing of Healthcare Worker Information

Name: _____	Address: _____
Date of birth: _____	_____
Mobile: _____	_____

I agree to the sharing of information with the following:

Public Health Yes No

My General Practitioner – Name : _____ Yes No

Address: _____

Name, address and date of birth will be used as identifying information for correspondence.

Clinical information to be shared:

- 1. The outcome of the risk assessment identifying the level of risk of exposure to Coronavirus Yes No

- 2. The outcome of contact tracing Yes No

I understand I can request a copy of my records in line with HSE Data Protection guidance ‘HSE Data Protection and Freedom of Information Legislation- Guidance for Health Service Staff’.
(Please note requests must be in writing) Yes No

Verbal Consent Obtained: Yes No

By (Print): _____

Signature: _____ **Date:** _____

16. Appendix 5 - Healthcare Worker COVID-19 Close Contact Information Leaflet

PLEASE NOTE: Because the Novel Coronavirus (COVID-19) is a new virus in the human population, new information is becoming available as doctors and scientists study the virus and how it affects people. While the information contained in this pack was accurate at the time it was printed, we advise you to check the Health Protection Surveillance Centre (HPSC) website at www.hpsc.ie for the most up-to-date information. The HPSC website is updated frequently as new information about the COVID-19 becomes available.

You have been identified as a close contact of a case of Novel Coronavirus (COVID-19). As a result, you are now required to restrict movements and will require active close contact monitoring for 14 days after your last unprotected exposure to a case of COVID-19 under the supervision of the Occupational Health Service (OHS).

The aim of active close contact monitoring is to identify close contacts that develop symptoms consistent with Novel Corona Virus at the earliest opportunity, to help prevent the further spread of the virus to family, friends and colleagues and to fast track symptomatic close contacts to the appropriate medical facility for further assessment, appropriate isolation and treatment if necessary.

What is my risk?

Coronaviruses can be transmitted from person to person, usually after close contact with an infected patient, for example in a household, workplace or health care setting. Because it is likely that you have had close contact with someone who has COVID-19, there is a risk that you might have picked up the virus and could become unwell or pass the virus on to other people.

During the time that you are being monitored (i.e. for 14 days after your last unprotected exposure to a case of 2019-nCoV):

You must not remain work.

- You should limit your social interactions in so far as possible. This means staying at home or your hotel room.
- Do not have visitors at home.
- Where possible, arrange your groceries online or have some family or friends drop it off to the house.
- You should avoid social gatherings, group events and crowded settings.
- You should not attend school, work, social or sporting events or training.
- You can go outside on your own for walks, runs or cycles.
- You should not use public transport.
- You should avoid contact with the elderly, those with chronic health problems and pregnant women.

- You should not travel outside Ireland.
- If you must travel within Ireland, please discuss this with the staff from the Occupational Health Department who you will have had contact with during this period.
- You should be contactable by phone at all times.
- Avoid the use of anti-pyretics, (for example paracetamol, ibuprofen) while undertaking monitoring in case they mask symptoms.
- You should always engage in regular hand washing and cover your mouth and nose with a tissue or the bend of your elbow when coughing and sneezing to prevent the spread of infection. See advice enclosed “**Recommendations to prevent the spread of infection**”.
- As a contact you should not donate blood for at least 28 days after your last contact with a Coronavirus case.

•
 These restrictions can be a source of stress for some people. There are many things that may help you cope better with the period of monitoring:

- **Set goals:** Setting goals and achieving them can give you a sense of control. The goals must be realistic in the given circumstances and could include writing a diary or learning new skills.
- **Keep active:** Read, write, play games, do crossword puzzles, sudokus, develop mind games to stimulate thinking, for example remember the plots of movies or passages from books. The possibilities are unlimited.
- **Look for or inject humour into the situation:** Even smiling and laughing inwardly can provide relief from anxiety and frustration.
- **Eat sufficiently and exercise as much as possible:** This will help keep the body strong and counteracts the physical effects of stress.
- **Actively use stress management techniques:** Physical relaxation techniques can reduce stress levels and are useful methods to manage pain and emotional turmoil. Most people are familiar with stress management techniques but not all use them in practice; however, this is the time to the use of such techniques.
- **Accept feelings:** Being in a stressful situation can cause a lot of different emotional reactions like anger, frustration, anxiety, regrets, second guessing yourself, self-blame etc. These feelings are normal reactions to an abnormal situation. (See EAP details for further support).

What happens next?

1. For 14 days after your last unprotected exposure to a case of 2019-nCoV, please monitor yourself for the following symptoms (**Fever, Cough, Shortness of Breath, Difficulty Breathing**) and record them each day on the sheet enclosed.
2. Each day you will receive a call from the OHS asking if you have developed any of the aforementioned symptoms. It is important that you answer this call and if missed return the call as soon as possible.

If you develop a fever, a cough, shortness of breath or difficulty breathing:

Immediately put on one of the surgical masks provided in this pack and **isolate yourself** from others (for example stay in a different room from the rest of your family with the door closed).

- a. Once you are isolated from others you may remove the surgical mask. If you need to come in contact with other people for any reason **please put on a surgical mask before contact**.
- b. **Do not attend** your GP, including their out-of-hours/on-call service.
- c. **Do not attend** your local Emergency Department unless told to do so Occupational Health, Public Health or the ED Consultant.
- d. You should phone the **Occupational Health Service** during the hours set out below and identify yourself as a symptomatic close contact of the Novel Corona Virus. If acutely unwell you should phone your local GP service or, if necessary, the ambulance service. (please check local GP out of hours contact details and add below).

Contact Details

Occupational Health Service: Hours _____ Days: _____ Phone _____

GP Out of Hours: _____

Employee Assistance and Counseling Service (24-hour Freephone) 1800 409388

Further information including frequently asked questions is available at www.hpse.ie at the following link: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/>.

[Or you can contact the COVID-19 HCW helpdesk – 1850 420 420](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/)
[8am-8pm Mon-Fri; 10am-5pm Sat-Sun;](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/)

Specific Information regarding restricting movements and self-isolation at home is available on the HPSC website - <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/selfisolationathome/>

17. Appendix 6 - Healthcare Worker COVID-19 Casual Contact Information Leaflet

PLEASE NOTE: Because the Novel Coronavirus (COVID-19) is a new virus in the human population, new information is becoming available as doctors and scientists study the virus and how it affects people. While the information contained in this pack was accurate at the time it was printed, we advise you to check the Health Protection Surveillance Centre (HPSC) website at www.hpsc.ie for the most up-to-date information. The HPSC website is updated frequently as new information about the COVID-19 becomes available.

Please read this letter and the enclosed information leaflets carefully.

You have been identified by your line manager as a casual contact of a case of Novel Coronavirus (COVID-19). As a result, you require passive casual contact monitoring for 14 days after your last potential exposure to a case of COVID-19 under the supervision of the Occupational Health Service (OHS). The aim of active contact monitoring is to identify contacts that develop symptoms consistent with Novel Corona Virus at the earliest opportunity, to help prevent the further spread of the virus to family, friends and colleagues and to fast track symptomatic casual contacts to the appropriate medical facility for further assessment, appropriate isolation and treatment if necessary.

What is Novel Corona Virus (COVID-19)?

Coronaviruses are a large family of viruses that circulate among animals, with some causing illness in humans from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). In December 2019, a novel coronavirus (COVID-19) was first isolated from three patients with pneumonia, connected to the cluster of acute respiratory illness cases from Wuhan, China.

How is Novel Corona Virus (COVID-19) transmitted?

Coronaviruses can be transmitted from person to person, usually after close contact with an infected patient, for example in a household, workplace or healthcare setting. Coronaviruses are mainly transmitted by large respiratory droplets and direct or indirect contact with infected secretions. Personal protective equipment (PPE) and good infection prevention and control precautions are effective at minimising risk but can never eliminate it.

What is my risk?

We are still learning about how easily the virus spreads between people so, as a precautionary measure, we are advising Healthcare Workers with **protected exposure** to an infected patient to monitor for symptoms.

Protected Exposure = Recommended infection control precautions followed, including the use of appropriate Personal Protective Equipment during the infectious period.

Prevention of transmission of Coronavirus:

All staff should attend the Infection Prevention and Control Team training sessions which provide information on:

- Education, instruction and training in relation to the nature of the Coronavirus
- Information on the mode of transmission.
- Information on steps that staff are required to take to protect themselves.
- Appropriate work practices including standard, contact and airborne precautions.
- The use of personal protection equipment (PPE) appropriate for the risk and the tasks. After receiving training, staff should be able to demonstrate competency in performing all Coronavirus-related infection control practices and procedures, specifically in donning and doffing proper PPE.

Novel Corona Virus Contacts and Follow up.

There are two types of follow up of HCWs with potential workplace contact:

- Close Contact which requires active follow-up
- Casual Contact which require passive follow-up.

Please refer to the Risk Assessment of Health Care Workers with Potential Exposure to COVID-19.

Casual Contact Passive Monitoring:

As you have been identified as a casual contact, self-monitoring is required for the 14 days after your last potential exposure to a case of COVID-19.

You should self-monitor for **fever, cough, shortness of breath or difficulty breathing on a daily basis.**

If asymptomatic,

- You do not need to limit your social interactions.
- No restriction on movement, interactions with others or work is advised.
- No restrictions on travel whether national or international are advised.
- You should continue to attend work.
- You should remain contactable by phone at all times.
- You should always engage in regular hand washing and cover your mouth and nose with a tissue or the bend of your elbow when coughing and sneezing to prevent the spread of infection. See advice sheet enclosed “**Infection Prevention Advice for Healthcare Workers**”.
- Avoid the use of anti-pyretics, (for example paracetamol, ibuprofen) while undertaking monitoring in case they mask symptoms
- As a contact you should not donate blood for at least 28 days after your last contact with a Coronavirus case

Symptomatic Casual Contact:

If you develop a **fever, a cough, shortness of breath or difficulty breathing**, you should do the following:

- Immediately **isolate** yourself from others (for example stay in a different room from the rest of your family with the door closed or if in work, go to an office).
- You **should not attend your** GP, including the out-of-hours/on-call service.
- You **should not attend** the local Emergency Department unless told to do so by the Occupational Health Service, Public Health or the ED Consultant.
- You should phone the **Occupational Health Service during the hours set out below** and identify yourself as a **symptomatic casual contact** of the Novel Corona Virus. If acutely unwell you should phone your local GP service or, if necessary, the ambulance service. (**please check local GP out of hours contact details and add below**).
- If in the workplace, please inform your manager and they will assist in making contact with the Occupational Health service or if in a hospital setting, the Emergency Department to arrange testing if possible.

Contact Details:

- Occupational Health Service: Hours _____ Days: _____ Phone _____
- GP Out of Hours: _____
- Employee Assistance and Counseling Service (24-hour Free phone): **1800409388**

Further information including frequently asked questions is available at www.hpse.ie at the following link:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/>

Or you can contact the COVID-19 HCW helpdesk – **1850 420 420**

8am-8pm Mon-Fri; 10am-5pm Sat-Sun;

18. Appendix 7 - Returning HCW Contact Information leaflet

-
- **For HCWs returning from any international travel outside of the island of Ireland after 6pm on the 16th of March**

PLEASE NOTE: Because the Novel Coronavirus (COVID-19) is a new virus in the human population, new information is becoming available as doctors and scientists study the virus and how it affects people. While the information contained in this pack was accurate at the time it was printed, we advise you to check the Health Protection Surveillance Centre (HPSC) website at www.hpsc.ie for the most up-to-date information. The HPSC website is updated frequently as new information about the COVID-19 becomes available.

Please read this letter and the enclosed information leaflets carefully.

You have been identified as a possible Novel Coronavirus (COVID-19) contact, as you have travelled outside of the island of Ireland. You are now excluded from work and must restrict movements and monitor for symptoms for 14 days after your return date.

What is COVID-19?

Coronaviruses are a large family of viruses that circulate among animals, with some causing illness in humans from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). In December 2019, a novel coronavirus (COVID-19) was first isolated from three patients with pneumonia, connected to the cluster of acute respiratory illness cases from Wuhan, China.

How is COVID-19 transmitted?

Coronaviruses can be transmitted from person to person, usually after close contact with an infected patient, for example in a household, workplace or healthcare setting. Coronaviruses are mainly transmitted by large respiratory droplets and direct or indirect contact with infected secretions. Personal protective equipment (PPE) and good infection prevention and control precautions are effective at minimising risk but can never eliminate it.

What is my risk?

We are still learning about how easily the virus spreads between people so, as a precautionary measure, we are advising Healthcare Workers with **potential exposure**, including foreign travel to restrict movements and self-monitor for symptoms.

During the time that you are being monitored (i.e. for 14 days after your return):

You must not go to work

If asymptomatic,

- You should limit your social interactions in so far as possible. This means staying at home or your hotel room.
- Do not have visitors at home.

- Where possible, arrange your groceries online or have some family or friends drop it off to the house.
- You should avoid social gatherings, group events and crowded settings.
- You should not attend school, work, social or sporting events or training.
- You can go outside on your own for walks, runs or cycles.
- You should not use public transport.
- You should avoid contact with the elderly, those with chronic health problems and pregnant women.
- Avoid the use of anti-pyretics, (for example paracetamol, ibuprofen) while undertaking monitoring in case they mask symptoms.
- You should not travel outside Ireland.
- If you must travel within Ireland, please discuss this with the staff from the Occupational Health Department who you will have had contact with during this period.

These restrictions can be a source of stress for some people. There are many things that may help you cope better with the period of monitoring:

- **Set goals:** Setting goals and achieving them can give you a sense of control. The goals must be realistic in the given circumstances and could include writing a diary or learning new skills.
- **Keep active:** Read, write, play games, do crossword puzzles, sudokus, develop mind games to stimulate thinking, for example remember the plots of movies or passages from books. The possibilities are unlimited.
- **Look for or inject humour into the situation:** Even smiling and laughing inwardly can provide relief from anxiety and frustration.
- **Eat sufficiently and exercise as much as possible:** This will help keep the body strong and counteracts the physical effects of stress.
- **Actively use stress management techniques:** Physical relaxation techniques can reduce stress levels and are useful methods to manage pain and emotional turmoil. Most people are familiar with stress management techniques but not all use them in practice; however, this is the time to the use of such techniques.
- **Accept feelings:** Being in a stressful situation can cause a lot of different emotional reactions like anger, frustration, anxiety, regrets, second guessing yourself, self-blame etc. These feelings are normal reactions to an abnormal situation. (See EAP details for further support).

What happens next?

For 14 days after your return from travel, please monitor yourself for the following symptoms (Fever, Cough, Shortness of Breath, Difficulty Breathing).

If you develop a fever, a cough, shortness of breath or difficulty breathing:

Immediately isolate yourself from others (for example stay in a different room from the rest of your family with the door closed).

- **Do not attend** your GP, including their out-of-hours/on-call service.
- **Do not attend** your local Emergency Department
- You should phone your GP and identify yourself as a symptomatic returning healthcare worker. If acutely unwell you may need to contact the ambulance service. (**Please check local GP/GP out of hours contact details and add below**).

Contact Details:

- Occupational Health GPService: _____
- GP Out of Hours service: _____
- Employee Assistance and Counseling Service (24-hour Free phone): **1800409388**

Further information including frequently asked questions is available at www.hpse.ie at the following link:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/>

Or you can contact the COVID-19 HCW helpdesk – **1850 420 420**
8am-8pm Mon-Fri; 10am-5pm Sat-Sun;

19. Appendix 8: Infection Prevention Advice Leaflet for Healthcare Worker


Recommendations to prevent the spread of infection

- Try to avoid touching your mouth and nose
- Regular **hand washing (Figure 1)**. You should wash your hands:
 - ✓ after coughing or sneezing
 - ✓ before and after you prepare food
 - ✓ before eating
 - ✓ after using the toilet
 - ✓ when caring for the sick
 - ✓ when hands are visibly dirty
 - ✓ after handling animals or animal waste
- Use soap and running water to wash your hands (Figure 1)
- **Respiratory hygiene (Figure 2)**: Cover your mouth and nose with a clean tissue when coughing and/or sneezing and then promptly dispose of the tissue in a bin. If you do not have a clean tissue, cough or sneeze into the bend of your elbow instead. Wash your hands immediately after sneezing, coughing or blowing your nose.
- Avoid close contact with anyone showing signs of respiratory illness such as coughing or sneezing.
- **Cleaning and disinfection of the environment**:
Clean surfaces, especially the most frequently touched surfaces, with any cleaning product, then disinfect with a disinfectant.
- **Waste disposal**: Dispose of household waste as you normally would. Used tissues can be disposed of in your normal household bin.

Figure 1: How to Handwash

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



0 Wet hands with water;



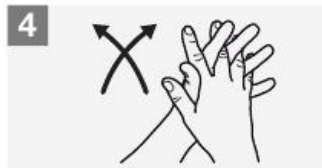
1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



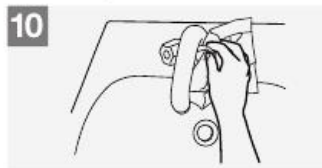
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



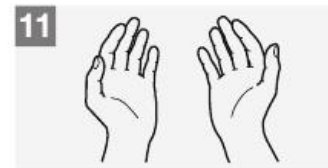
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES
Clean Your Hands

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May 2009

Figure 2: Respiratory Hygiene

COVER UP

COUGHING AND SNEEZING

- 
 - Turn your head away from others
 - Use a tissue to cover your nose and mouth
- 
 - Drop your tissue into a waste bin
- 
 - No tissues? Use your sleeve
- 
 - Clean your hands after discarding tissue using soap and water or alcohol gel for at least 15 seconds



These steps will help prevent the spread of colds, flu and other respiratory infections

20. Appendix 9 - COVID-19 Essential Healthcare Worker on Active Monitoring – Leaflet for returning to work prior to the end of the monitoring period

What is an Essential Healthcare Worker?

When a service cannot be staffed safely or a critical skill set to provide critical/essential services is unavailable, then a derogation from management may be given to a HCW who has been excluded from work due to close contact with a COVID-19 case or if they have returned from international Travel **prior to the end of the 14 days of restricting movements**. This HCW is deemed an essential HCW, for the purposes of this process. The decision for the HCW to return to work lies with management.

What happens next?

- You manager must ensure twice daily monitoring is carried out within the workplace, the first prior to you starting your shift and the other during your shift. This monitoring must include a temperature check and you must record you symptoms and temperature on the 'Symptom Monitoring Chart' provided.
- Daily contact (usually a text) by Occupational Health will continue separate to this monitoring. It is important that you respond to this call/text immediately and if you miss a call, return it as soon as possible.
- You must carry a face mask with you at all times and self-monitor for the following symptoms (**Fever, Cough, Shortness of Breath, Difficulty Breathing**)
- Please consider a location(s) in the workplace that you may self-isolate if you become symptomatic.

If you develop a fever, a cough, shortness of breath or difficulty breathing OR if your temperature records > 37.5°C:

Immediately put on one of the surgical masks and isolate yourself from others (for example stay in go to an empty office).

- Once you are isolated from others you may remove the surgical mask. If you need to come in contact with other people for any reason please put on a surgical mask before contact.
- Do not attend your Occupational Health Service or GP, including their out-of-hours/on-call service.
- Do not attend your local Emergency Department unless told to do so Occupational Health, or the ED Consultant.
- You should phone the **Occupational Health Service** during the hours set out below and identify yourself as a symptomatic close contact or Returning HCW, who has returned to work. If acutely unwell you should phone your local GP service or, if necessary, the ambulance service. (please check local GP out of hours contact details and add below).
- If in the workplace, please inform your manager and they will assist in making contact with the Occupational Health service or if in a hospital setting, the Emergency Department to arrange testing if possible.

If you are well but have been in close contact with a case of COVID-19, or have returned from international travel you will be asked to limit your social interactions as much as possible for 14 days since your last contact with a case.

This means:

- You should limit their social interactions in so far as possible.
- This means leaving home only to travel to and from work, to travel directly between work and home, without diversion.
- This means staying at home when not at work.
- Do not have visitors at home.
- Where possible, arrange your groceries online or have some family or friends drop it off to the house.
- You should avoid social gatherings, group events and crowded settings.
- You should not attend school, work, social or sporting events or training.
- You can go outside on your own for walks, runs or cycles.
- You should not use public transport.
- You should avoid contact with the elderly, those with chronic health problems and pregnant women.
- You should not travel outside Ireland.
- If you must travel within Ireland, please discuss this with the staff from the Department of Public Health who will be in contact with you during this period.

These restrictions can be a source of stress for some people. There are many things that may help you cope better with the period of monitoring:

- Set goals: Setting goals and achieving them can give you a sense of control. The goals must be realistic in the given circumstances and could include writing a diary or learning new skills.
- Keep active: Read, write, play games, do crossword puzzles, sudokus, develop mind games to stimulate thinking, for example remember the plots of movies or passages from books. The possibilities are unlimited.
- Look for or inject humour into the situation: Even smiling and laughing inwardly can provide relief from anxiety and frustration.
- Eat sufficiently and exercise as much as possible: This will help keep the body strong and counteracts the physical effects of stress.
- Actively use stress management techniques: Physical relaxation techniques can reduce stress levels and are useful methods to manage pain and emotional turmoil. Most people are familiar with stress management techniques but not all use them in practice; however, this is the time to the use of such techniques.
- Accept feelings: Being in a stressful situation can cause a lot of different emotional reactions like anger, frustration, anxiety, regrets, second guessing yourself, self-blame etc. These feelings are normal reactions to an abnormal situation.

Contact Details

Occupational Health Service: Hours _____ Days: _____ Phone _____

GP Out of Hours: _____

Employee Assistance and Counseling Service (24-hour Freephone) 1800 409388

Other Information – HCW helpdesk – 8am-8pm Mon-Fri; 10am-5pm Sat-Sun: 1850 420 420

21. Appendix 10 - COVID-19 Essential Healthcare Worker on Passive Monitoring – Leaflet for returning to work prior to the end of the monitoring period

What is an Essential Healthcare Worker?

When a service cannot be staffed safely or a critical skill set to provide critical/essential services is unavailable, then derogation from management may be given to a HCW who has been excluded from work. This HCW is deemed an essential HCW, for the purposes of this process. The decision for the HCW to return to work lies with management.

What is passive monitoring?

Passive monitoring is where you self-monitor for symptoms of COVID-19, which are **fever, a cough, shortness of breath or difficulty breathing**

The aim of this monitoring is to identify contacts that develop symptoms consistent with Novel Corona Virus at the earliest opportunity, to help prevent the further spread of the virus to family, friends and colleagues and to fast track symptomatic casual contacts to the appropriate medical facility for further assessment, appropriate isolation and treatment if necessary.

If you develop a fever, a cough, shortness of breath or difficulty breathing

Isolate yourself from others (for example go to an empty office).

- Do not attend your Occupational Health Service or GP, including their out-of-hours/on-call service.
- Do not attend your local Emergency Department unless told to do so Occupational Health, or the ED Consultant.
- You should phone the **Occupational Health Service** during the hours set out below and advise you are self-monitoring and now have symptoms. If acutely unwell you should phone your local GP service or, if necessary, the ambulance service. (please check local GP out of hours contact details and add below).
- If in the workplace, please inform your manager and they will assist in making contact with the Occupational Health service to arrange testing if possible.

If you are well but have been in close contact with someone in your household who is waiting for a test or test results OR whose symptoms don't fit the criteria for testing, you will be asked to limit your social interactions as much as possible for 14 days since your last contact with a case.

This means:

- You should limit their social interactions in so far as possible.
- This means leaving home only to travel to and from work, to travel directly between work and home, without diversion.

- This means staying at home when not at work.
- Do not have visitors at home.
- Where possible, arrange your groceries online or have some family or friends drop it off to the house.
- You should avoid social gatherings, group events and crowded settings.
- You should not attend school, work, social or sporting events or training.
- You can go outside on your own for walks, runs or cycles.
- You should not use public transport.
- You should avoid contact with the elderly, those with chronic health problems and pregnant women.
- You should not travel outside Ireland.
- If you must travel within Ireland, please discuss this with the staff from the Department of Public Health who will be in contact with you during this period.

These restrictions can be a source of stress for some people. There are many things that may help you cope better with the period of monitoring:

- Set goals: Setting goals and achieving them can give you a sense of control. The goals must be realistic in the given circumstances and could include writing a diary or learning new skills.
- Keep active: Read, write, play games, do crossword puzzles, sudokus, develop mind games to stimulate thinking, for example remember the plots of movies or passages from books. The possibilities are unlimited.
- Look for or inject humour into the situation: Even smiling and laughing inwardly can provide relief from anxiety and frustration.
- Eat sufficiently and exercise as much as possible: This will help keep the body strong and counteracts the physical effects of stress.
- Actively use stress management techniques: Physical relaxation techniques can reduce stress levels and are useful methods to manage pain and emotional turmoil. Most people are familiar with stress management techniques but not all use them in practice; however, this is the time to the use of such techniques.
- Accept feelings: Being in a stressful situation can cause a lot of different emotional reactions like anger, frustration, anxiety, regrets, second guessing yourself, self-blame etc. These feelings are normal reactions to an abnormal situation.

Contact Details

Occupational Health Service: Hours _____ Days: _____ Phone _____

GP Out of Hours: _____

Employee Assistance and Counseling Service (24-hour Freephone) 1800 409388

Other Information – HCW helpdesk – 8am-8pm Mon-Fri; 10am-5pm Sat-Sun: 1850 420 420

22. Appendix 10 – Document Control Sheet

Document: GD:07 & 08 – Guidance for Coronavirus – HCW Management by Occupational Health	
Section	Changes Made
5	New headings for 'contacts' definitions and 'monitoring' definitions
5.9.3	Reworded information for contact type
6.2	Removed detail of restrictions and referred to Appendix 5
7.1.3	Reworded to specify 'The manager should provide casual contacts leaflet etc
8.3.1	Added in restrictions to mirror other sections
9	Sections rewritten in line with EAG updates and new derogation requirements
10	Section rewritten to reflect changes in testing as per 'Telephone Assessment, Testing Pathway and Return to Work of Symptomatic Healthcare Workers Version algorithm'.
Appendix 9	Updated with guidance for Essential HCWs to include restricting movements outside work.
Appendix 10	New for essential HCWs on passive monitoring