



Dundalk Institute of Technology (DkIT) COVID-19 Return to Work Operating Plan – Section 8

Version 3.0

29th July 2020

Document Location – COVID-19 Taskforce

Revision History

Date of drafting: June 2020	Date of next review: Ongoing (Live Evolving Document)
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Version Number/Revision Number	Revision Date	Summary of Changes
V 1.0	--	--
V 2.0	16-7-20	Amended Procedure for Suspect/Confirmed Cases of Covid-19 and return to work process (appendix 14) Section 3 (f) page 47 - 50
	17-7-20	Amended Procedure for Suspect/Confirmed Cases of Covid-19 and return to work process (appendix 14) Section 3 f page 47-49. Return to work Appendix 14 presentation amended to reflect change to OP
V3.0	29-7-20	Amended Plan to include reference to use of Water Coolers, Soft Furnishings (Medical Unit only removal) and use of Waste Bags (staff), Amended procedure for Suspect/Confirmed Case of C-19 – to contact Manager or LWR.
Section 8 Amendments:	25-09-20	Amended parts a. Lead Worker Representatives to note Academic staff LWRs names.

Approvals

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
	July 2020	COVID-19 Taskforce	

This document will be reviewed and, as necessary, amended by the Institute on an ongoing basis. All amendments shall be recorded on the revision history section above.

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Section 8

Lead Worker Representatives Performance Monitoring Structure

a. Lead Worker Representatives

This section is intended to outline the role and duties of the Lead Worker Representatives in line with the Government's recommendations. Within DkIT four worker representatives have been identified with a Lead Worker Representative appointed. The role of the LWR is to monitor campus activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus. The people undertaking the role must receive training in what the role will entail. Ensuring compliance to the 2m social distancing rule and good hygiene is not the sole responsibility of the WRs. Their role is supported by all campus management and staff. The Institute Management Safety Committee will be the structure to follow within the organisation to be effective in preventing the spread of COVID-19.

The Lead Worker Representatives are :

- Henry McLoughlin, Caretaker Foreman
- Yvonne Magill, Payroll Officer
- Jim Connolly, Senior Technical Officer, School of Engineering
- Antoinette Rourke, Kenneth Sloane, Kevin Howard, Academic staff.

b. Performance Monitoring – Structure to Manage Performance of the Plan

The overall plan will be overseen by the COVID-19 Taskforce.

The Academic Heads Forum and Academic Council will manage the review and implementation of academic planning and delivery.

Each Manager will be responsible for the implementation of the COVID-19 plans for their area. The Institute Management Planning Group will address any communal issues that may arise.

The Institute Management Safety Committee and Functional Area Safety Committees will oversee the implementation of the Return to Work Safely Protocol.

Response Plan Checklists can be viewed at Appendix 17.