



Dundalk Institute of Technology (DkIT) COVID-19 Return to Work Operating Plan – Section 9

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)
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 9 Amendments:	18-8-20	Guidance and FAQs for Public Service Employees during COVID19 link updated.
	24-8-20	Updated Guidance and FAQs for Public Service Employees during COVID19
	09-09-20	Guidance on use of Face Coverings from Governments
	22-09-20	Government of Ireland publication Resilience & Recovery 20-21 Plan for Living with COVID-19
	23-09-20	COVID-19 Student Charter link added to list of resources.
	30-09-20	Guidance and FAQs for Public Service Employees during COVID19 link updated as at 28-09-20
	03-12-20	Section 9 Useful links amended to include link to Isolation Quick Guide for Adults & Children from 13 years of age and for those aged 3 months and up to 13 years of age.
	16-12-20	Section 9 Useful links amended to include new updated link for Remote Working Policy and this policy was updated to include amended SWPS for Remote Working.
	11-01-21	Guidance and FAQs for Public Service Employees during COVID19 link updated as at 23-12-20
	20-01-21	Added link for HSA Guidance for Employers & Employees on Working from Home during C-19
	25-01-21	Guidance and FAQs for Public Service Employees link updated as at 19-01-21

	22-02-21	HSA Guidance for Employers & Employees on working from Home during Covid-19 – updated as at 5 February 2021.
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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 9

Useful Links / Resources

Government Resources/Links/:

- **COVID-19 Information and Guidance can be accessed by going to:**
<http://gov.ie/covid19>
- **Government Campaign information**
<https://www.gov.ie/en/campaigns/together/?referrer=/together/>
- **Return to Work Safely Protocol as issued by Government can be accessed by**
<https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html>
- **Guidance and FAQs for Public Service Employers during COVID-19**
In relation to working arrangements and temporary assignments across the Public Service please go to [gov.ie at this link](#)

Updated as at 19 January 2021.
- https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx
- <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>
- <https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/>

HSE Resources/Links:

- **Prepared by the HSE Health Protection Surveillance unit video resources for Infection Prevention and Control** can be accessed by going to:

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/videoresourcesforipc/>
- HPSC/HSE Isolation Quick Guides, 1: applying to those aged greater than 3 months and up to 13th birthday and 2. Applying to those who are Adults and children from their 13th birthday.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/>
- **Health Service Executive www.hse.ie**
<https://www2.hse.ie/wellbeing/mental-health/minding-your-mental-health-during-the-coronavirus-outbreak.html>
<https://www.gov.ie/en/campaigns/together/?referrer=/together/>
<https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/news/supports-and-services-during-covid-19.html>

DkIT Resources/Links:

- For DkIT Ancillary Health and Safety Statements go to:<https://www.dkit.ie/health-safety/safety-statements>)
- For Safe Work Practice Sheets go to <https://www.dkit.ie/health-safety/safety-statements/routine-safe-work-practice-sheets>)
- For Incident Reporting procedures go to <https://www.dkit.ie/safety/incidents-accidents-reporting-procedures>
- Remote Working Policy <https://www.dkit.ie/human-resource/policies-procedures>
- Pre Return to Work Declaration Form, Contact Log template, Role Evaluation for Future Working Arrangement form available at <https://www.dkit.ie/human-resource/forms>
- Link for Contact Tracing Policy
https://www.dkit.ie/system/files/management_of_contacts_of_cases_of_covid-19.pdf
- Absence Management Sick Leave policies:
- https://www.dkit.ie/system/files/sickness_absence_management_policy_01_sep_2018_0.pdf
- https://www.dkit.ie/system/files/sick_leave_policy_may_2020_to_include_covid_19.pdf
- At Risk/Higher Risk categories list available at
<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk>
- COVID-19 Student Charter available at
<https://www.dkit.ie/about-dkit/coronavirus/back-to-college/covid-19-student-charter.html>

Health & Wellbeing resources for staff:

- Employee Assistance Programme can be accessed by going to <https://www.dkit.ie/human-resource/dkit-employee-assistance-programme> or by contacting hr@dkit.ie
- https://drive.google.com/file/d/1KqPV2-RTFv4F1xbMBd_OZ8Qf38QXsW9/view - How faculty members can support students in traumatic times
- <https://www.jedfoundation.org/covid-19-resource-guide-for-higher-education-professionals/>
- <https://noworeez.com/> - to help you look after yourselves

Other:

- Health and Safety Authority can be accessed by going to: www.hsa.ie
- https://www.hsa.ie/eng/Topics/Workplace_Stress/.
- HSA guidance on Working from Home During Covid-19 for employers and employees
https://www.hsa.ie/eng/supports_for_business/business_and_education_supports/guidance_for_employers_and_employees_working_from_home/
- Return to Work Safely Protocol Templates can be accessed by going to:
https://hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_and_checklists/
- European Centre for Disease Prevention and Control can be accessed by going to:
www.ecdc.europa.eu
- National Disability Authority can be accessed by going to:
www.nda.ie
- National Standards Authority of Ireland (NSAI) can be accessed by going to:
www.nsai.ie