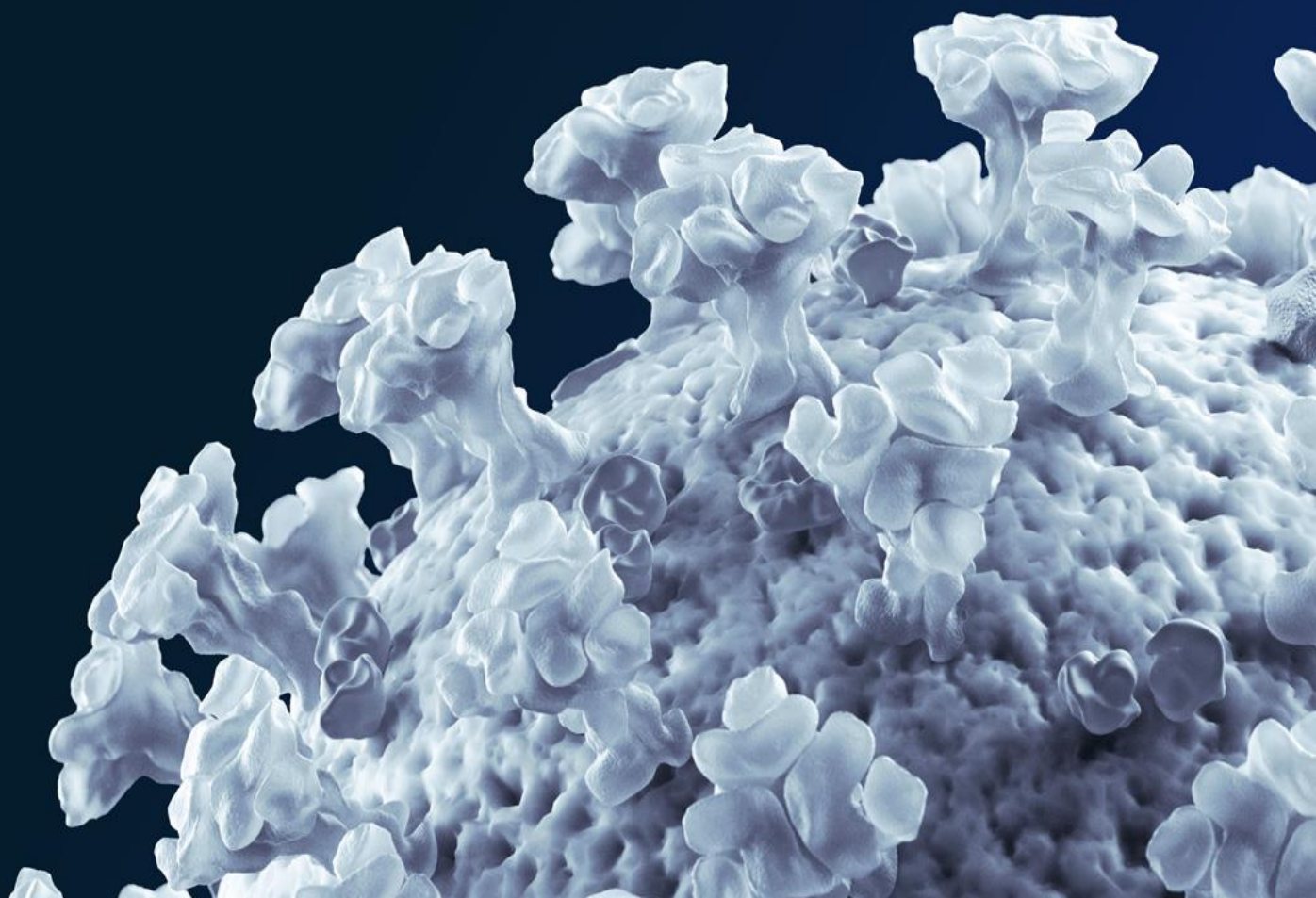


# Coronavirus **COVID-19**



COVID 19 Return to Work Response Plan Profile



## Introduction

On the 8 May 2020, the “**Return to Work Safely Protocol**”<sup>1</sup> was published by the Department of Business, Enterprise and Innovation and the Department of Health. The purpose of this document is to support employers and employees in managing their return to work. It is also designed to provide a roadmap for business to achieve their return to work.

Under the Return to Work Safely Protocol issued by Government, it is the legal responsibility of Employers to prepare a COVID 19 Return to Work Response Plan.

The COVID 19 Return to Work Response Plan is prepared in support of the overall health and safety management strategies of the company.

Our COVID 19 Return to Work Response Plan provides Employers with the knowledge to enable them to ensure that the RTW is executed in a timely and effective manner.

The Return to Work Response Plan will cover the following:

- **Section 1: COVID 19 Return to Work Response Plan**

- Background
- Return to Work Safely Protocol Key Measures Summary
- Management Overview
- COVID 19 Response Team
- Pre-Return to Work
- Home Working
- Travelling to Work
- Travelling for Work
- Business Visitors to the Premises
- Site Deliveries
- Work Teams
- Cleaning
- Social/Physical Distancing
- Close Working
- Personal Protective Equipment
- Mental Health & Wellbeing
- Hygiene Management
- First Aid Management
- COVID-19 Suspect/Confirmed Cases
- Health & Safety Legal Compliance
- Heating, Ventilation & Air Conditioning
- Posters/ Resources/ Information Sources
- Sick Leave Policy
- Legionella Management
- Conclusion

- **Section 2: COVID 19 Document Templates**
  - COVID 19 Self Declaration Form Overview
  - COVID 19 Self Declaration Form
  - COVID 19 self Declaration Form – Log of Receipt
  - COVID 19 Daily Contact Log - Template
  - COVID 19 Return to Work Induction Training
  - COVID 19 Information Sheet for Employees & Visitors
  - COVID 19 Temperature Testing Protocol
  - COVID 19 Risk Assessment Template
  - COVID 19 Return to Work Safely Weekly Planner
  
- **Section 3 COVID 19 Risk Management Policy**
  - Risk Management Policy
  - Risk Assessment Overview
  - Risk Assessment Format
  - Risk Assessment – COVID 19
  
- **Section 4 COVID 19 Monitoring Plan**
  - COVID 19 Management Plan
  - COVID 19 Response Team Meeting Policy
  - COVID 19 Response Plan – Weekly Planner Template
  
- **Section 5: Roadmap for Reopening Society & Business**
  - Road Maps Phases
  - Road Map for Reopening Society & Business
  
- **Section 6: COVID 19 Appendices**
  - Advice Centre's for Employers and Workers
  - Information on Public Health & Occupational Health & Safety
  - Information on Business Continuity and Supports
  - Briefing Document on Social Distancing
  - How to safely wear and take off a Cloth Face Covering
  
- **Section 7: COVID 19 Response Plan – Current Status**
  - Weekly Planner – Week No: - Template Document
  - Roadmap for Return – Template Document

- **Section 8: COVID 19 Response Plan – Meeting Action Plans**
  - Weekly Planner Sheets

We can arrange a video call with one of our consultants to help you manage your plan.

For further information on the COVID 19 Return to Work Response Plan, please contact us on 041-9822933 or [info@emsandassociates.com](mailto:info@emsandassociates.com)