

We all have a shared responsibility in combating the spread of COVID-19 in order to keep each other safe and comfortable while at work.

With this in mind and on foot of a risk assessment the following updated House Rules have been prepared.

BE AWARE OF THE SYMPTOMS OF COVID-19

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above),
- a new cough - this can be any kind of cough, not just dry,
- shortness of breath or breathing difficulties,
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal,
- runny or blocked nose,
- nausea, vomiting or diarrhoea,
- aches and pains or tiredness,
- sore throat, and
- headache

You may not have all of these symptoms, or your symptoms may be mild. Symptoms may vary for different age groups or variants of the virus. It can take up to 14 days for symptoms to show. If you are in doubt about any symptoms you have, phone your GP. If you have any common symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your GP straight away or contact the HSE website to see if you need a free COVID-19 test.

ACCESS RESTRICTIONS



Do not enter the building if any of the following apply to you:-

- you have symptoms listed above and to include cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms either now or in the past 14 days
- you have been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days or you are waiting on results of a COVID-19 test
- You are a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)
- You have been advised by a doctor to self-isolate at this time.
- You have you been advised by a doctor to cocoon at this time

RESPONSIBLE HYGIENE PRACTICES



While on-site, adopt robust hygiene and respiratory practices to include frequent hand washing, hand sanitising and cough etiquette. Avoid touching your eyes, mouth or nose. Respect the behavioural signage placed throughout the building.

After using the kitchen, bathrooms and shared touch points (eg door handles), be sure to wash your hands and use the contact free hand sanitisers and single use antibacterial hand wipes which have been installed at strategic points throughout the building. Follow HSE guidelines on protecting yourself and others (see www.hse.ie)

SOCIAL DISTANCING



When in the building exercise social distancing (2 meters separation) at all times and respect the behavioral signage placed throughout the building. Avoid contact with others (do not shake hands). When moving through the common areas, refrain from lingering and only visit parts of the building that are necessary for your working day.

In addition, you may need to refrain from entering smaller areas when they are already occupied (eg kitchen spaces) or from using identified seats within the shared workspaces and the meeting rooms. Relevant signage will be displayed illustrating the number of people permitted at any one time and seats which have been designated as out of commission.

ENTERING & EXITING THE BUILDING



Be patient when entering, exiting and moving about the building. Where necessary, pause and step to one side to allow others to pass. Sanitise your hands by using the touch free hand sanitiser each time you enter.

YOUR WORKSPACE



Wipe down your workspace thoroughly with sanitising wipes before and after use. Avoid sharing items such as pens, coffee cups and water bottles. In the case of closed door private office occupants, pay particular attention to the cleaning of workstations, frequently touched flat surfaces, the backs of chairs and door handles. Further information on cleaning in non-healthcare settings is available from the ECDC website (see www.ecdc.europa.eu/sites/default/files/documents/Environmental_persistence-of-SARS_CoV_2-virus-Options-for-cleaning2020-03-26_0.pdf)

We strongly recommend that practice of staggering staff attendance in the office so as to reduce the number of workers physically present in the office at any one time and to minimize the time spent in the office.

Consider also accommodating enhanced remote working solutions for workers who may be more susceptible to the virus (for example, older workers or those with underlying medical conditions).

Please also read and follow the guidelines contained in the updated Return to Work Safely Protocol (see gov.ie)

KITCHEN ACCESS



Access to the kitchen areas will be for the time being significantly limited. Signage will indicate the number of people permitted kitchen access at any one time and the default position is one-in-one-out.

Do not share crockery and cutlery, cups, glasses or other utensils. We recommend that you bring your own such items with you to the office, keep them with you and bring them home each day. Please don't put anything in the dishwasher.

While restrictions are in place it is recommended that you do not eat while in the kitchen. All food stored must be properly covered in sealed containers or packaging.

MASKS



The use of face masks / coverings is strongly recommended, particularly in busy rooms, in the shared and common areas and also while circulating throughout the building.

VENTILATION

The spread of the virus is most likely when infected people are in close contact so the risk of getting COVID-19 is higher in crowded and poorly ventilated spaces.

Therefore is very important to maximise ventilation in whatever space you are working in. This can be achieved by opening windows and doors and allow air to circulate and refresh.

Don't be shy – go ahead and open a window and / or a door in spaces where you are not alone.

Note, Desk or ceiling fans should not be used in poorly ventilated areas as according to the Work Safely Protocol, they may only recirculate the virus droplets rather than remove them from the area.

VISITORS & MEETINGS



In the event that you bring visitors to the building event, you must implement in advance a controlled access process to prevent the spread of infection. Your controlled access process must at a minimum include the following:-

- procurement in advance from your visitor of confirmation that none of the circumstances referred to in House Rule 'Access Restrictions" above apply to them and you must retain a record of this confirmation.
- adherence to the guidance from the World Health Organization on how to manage COVID-19 risk when organizing meetings, which can be found here www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf The guidance includes an obligation to make an advance preparedness plan in order to prevent the spread of infection at your meeting.
- communication of these House Rules to your visitor and the steps to be taken by you to ensure compliance with these Rules by your visitor, in particular adherence by your visitor to the rules governing responsible hygiene practices and social distancing.

The keeping of a log of your visitors in order to facilitate contact tracing should it be necessary.

If using the building meeting rooms ensure that natural ventilation measures are implemented (see ventilation section below) while respecting social distancing and maximum capacity recommendations.

IF YOU DEVELOP SYMPTOMS WHILE ON-SITE



Symptoms must be reported immediately to your Lead Worker Representative appointed by your employer under the Return to Work Safely Protocol (see gov.ie). Your Lead Worker Representative will take appropriate action to include isolating you from others and arranging transportation for you.

To assist employers with their obligations under the Protocol and their COVID-19 Response Plan we will provide a designated isolation space for suspected cases of COVID-19 to be used in accordance with the Protocol and in the event that there is a wait time for onward transportation. The isolation space contains hand sanitiser, hand wipes, gloves, masks, tissues and waste bags. Contact us on 014189976 or info@officesuites.ie

In the event of a suspected or confirmed case Office Suites will also need to be informed and the production of contact logs will need to be made available in order to identify possible contamination risks.

VACCINATION

To get a free COVID-19 vaccine contact your doctor or you can register for an appointment at a vaccination centre. See www.hse.ie for more

STAY INFORMED



Follow and keep up to date with the public health advice and guidance by using reliable sources to include www.hse.ie and www.gov.ie, and www.who.int

We will also be posting internal updates on the Online Members Portal.

You can contact us on + 353 1 4189976 / info@officesuites.ie