

## INVER DESIGNS DAC

### COVID 19 POLICY

Inver Designs DAC (Inver) is committed to protecting the health, safety, and welfare of its employees. Inver has developed a COVID-19 Response Plan and has reviewed it in line with the updated 'Work Safely Protocol'. All managers, supervisors and workers are responsible for the implementation of this Plan and a combined effort will help contain the spread of the virus.

Inver will:

- Continue to monitor its COVID-19 response and update this Plan in consultation with its workers.
- Provide up to date information to its workers on the public health advice issued by HSE.ie and Gov.ie.
- Ensure all workers receive an induction/familiarisation briefing on COVID-19 infection prevention and control (IPC) measures.
- Display information on the signs and symptoms of COVID-19, and other IPC measures.
- Facilitate the appointment of at least one Lead Worker Representative, in consultation with its workers and/or representatives.
- Communicate the identity of the appointed Lead Worker Representative(s) and their role.
- Keep workers informed about the importance of adhering to hand hygiene, respiratory etiquette, and physical distancing requirements.
- Adapt or continue to adapt the workplace to facilitate physical distancing and other COVID-19 IPC measures. In doing so Inver will ensure that workers are not inadvertently exposed to additional occupational health and safety hazards and risks.
- Where a Rapid Antigen Diagnostic Testing (RADT) regime is being proposed, discuss, and agree in advance, the implementation and administration of any regime with its workers and their representatives, including Inver's Lead Worker Representative(s) and the Safety Representative(s)
- adapt or continue to adapt the workplace to protect workers from COVID-19 exposure to/from others (public, customers, co-workers).
- Consider workers' individual risk factors.
- Consider workers' fitness for work following COVID-19 (or a suspected COVID-19 case) absence.
- Keep a contact log of visitors to the office to help with contact tracing.
- Follow procedures in place in the event of someone displaying signs or symptoms of COVID-19 while at work or in the workplace.
- Provide clear instructions for workers to follow if they develop signs and symptoms of COVID-19 during work.
- Inform workers that they must stay home from work and contact their GP if they develop signs or symptoms of COVID-19, or feel unwell, even if they receive a negative RADT result.
- Identify a lead person (s) to communicate specific measures to workers whose first language is not English.
- Ensure contingency measures are in place to address the effects of COVID-19 in the workplace.
- Continue with the cleaning measures in place and disinfection measures, where necessary, in line with government advice.

Feedback/concerns can be fed through the Lead Worker Representative.

All employees are asked to co-operate with Inver management to achieve a healthy and safe workplace for all. Employees are asked to read this document carefully and understand their role in health and safety in Inver. This statement shall be reviewed annually, and changes shall be made at any time in the light of experience and developments at Inver or changes in legal requirements. Suggestions from staff are welcomed and encouraged so that this statement can be continuously improved.

Signed,



John O'Loughlin  
Chief Executive