

Preparation of C19 Business Response Plan*

Develop a document which identifies the company's intended approach to ensure the safety of staff and visitors with respect to C19. Contents include:

- **Information & Guidance** (about the virus, how it spreads, company's overall intentions etc.)
- **Company Activities** – Intended use of workplace, what activities can / will be completed from home, working hours, proposal for rostering, etc.
- **C19 Response Mgmt. Team** – Role and responsibilities Mgmt. & Workers.
- **C19 Worker Representatives(s)**– Person(s) monitoring the compliance with the plan, effectiveness of the plan etc. List proposed duties.
- **Consultation** - Steps to be taken to ensure the workforce is informed.
- **Preventative Measures** – Pre-start checklist, identification of 'At Risk' Workers, Vulnerable Workers, Cleaning Protocol, Hygiene Controls, Physical Distancing.
- **Employee C19 Induction Training.**
- **Workplace Use** – Identify access points, exit points, identify different zones in the premises - communal areas, open plan office space, private office space, meeting rooms, welfare, workshops etc. and the protocol for use of each zone (ideally prepare detailed plans of the work place graphically describing the different zones / arrangements for use etc.).
- **Close Contact** – activities necessitating close contact work – procedure for such activities.
- **Travel to Work and Traveling For Work** – Minimum requirements for persons while travelling to/for work.
- **Emergency Plan** – Dealing with a suspected case in the workplace and guidance for workplace First Aiders.
- **Procedure for Deliveries** – Steps to manage deliveries to the workplace.
- **Accessing and Use of Workplace Materials and Equipment.** Procedure for staff using workplace stationary, using photocopiers etc.
- **Use of Personal Protective Equipment PPE** – Information of general workplace PPE and C19 specific.
- **Risk Assessment** – Assess level of risk (C19 risk to workers) in line with Reg 19 of the Safety, Health & Welfare at Work Act 2005
- **Mental Health & Wellbeing** – Information and advice on mental health & wellbeing.
- **Working From Home** – H&S advice for workers working from home.
- **Business Continuity** – Contingency measures to address increased rates of absenteeism.

Note: ASM will prepare the plan as detailed above, this is achieved by a consultative process with ASM and the company, ASM will lead. The company is best placed to advise on the current workings of the organisation and what changes will ultimately work for the organisation. This is imperative to ensure the plan is not only compliant but implementable.

ASM have partnered with a Workplace Design Practice and an Occupational Health Specialist. Their services are available to our clients where required to complement ASM's offering in developing a document which enables the company to operate to the optimum level whilst providing the reassurance to staff that they will not be at risk in the workplace.

*Prepared in consideration of Return to Work Safely Protocol – Prepared by the Department of Business, Enterprise and Innovation and the Department of Health.