

Template COVID-19 Policy (this is a template policy and is for guidance purposes only)

'This is a living document'

Introduction: Exposure to Covid-19 is a public health risk which affects all citizens and has implications for all workplaces as it can prevent a health risk to employees and other persons at a place of work. COVID-19 is a new respiratory illness. It has not previously been seen in humans. This type of Coronavirus is also known as 2019-nCov or Novel Coronavirus.

Queries on the application or interpretation of this policy should be directed to (Insert name).

Policy: It is the policy of the hotel that we follow all public health advice to seek to prevent the spread of the illness and that we follow correct procedures in the event that any individual comes in contact with it.

Purpose: The purpose of this policy is to set out the procedures and practices that will apply in the hotel to attempt to minimise the spread of illness and where employees become ill, to guide them on what they should do.

Scope: This policy applies to all employees of the hotel.

Definitions: COVID-19 is a new respiratory illness.

Symptoms: Symptoms of COVID-19 are similar to those of influenza. It typically causes flu-like symptoms such as fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Protective procedure: All people are required to wash their hands regularly and use alcohol liquid dispensers where they are available. Cover mouth and nose when coughing and sneezing. You may also periodically use disinfectant wipes where provided to clean hard surfaces. These should not however be used on touch screen monitors as they will damage those screens. The HSE advises people should adhere to the following guidelines to help prevent the spread of the illness:

- Wash your hands frequently with soap and water;
- Cover your mouth and nose when coughing or sneezing with paper tissue or your sleeve – the virus spreads when an infected person coughs or sneezes;
- Dispose of dirty tissues quickly and carefully – bin them and wash your hands afterwards;
- Clean and disinfect frequently touched objects and surfaces;

Action on developing symptoms at home or at work: If any employee develops symptoms at home or at work, they should self-isolate immediately, contact their GP by telephone and follow his/her direct medical advice. The employee should seek the advice of relevant medical staff regarding any obligation to communicate details of their illness to the Hotel or individuals with whom the employee has recently been in contact as the employee's medical situation becomes clearer.

Self-isolating is staying in-doors (going home) and avoiding contact with others.

Action if employee is symptomatic but not being tested: If an employee is symptomatic but their GP decides that they do not need to be tested, they still have to self-isolate for 14 days. Employees should still follow normal absence procedures.

Action if employee lives in a household where someone is a confirmed case, symptomatic or is awaiting a test/result: If an employee is well but lives in a household where another member of that household is a confirmed case, symptomatic or awaiting a test, then the employee has to restrict their movement. They need to restrict their movements for 14 days, but if the person they live with has a test and it is negative, they do not need to wait 14 days before returning to work.

Restricting movement includes not going to work.

Travel: The illness is now in many countries world-wide. As this is a rapidly evolving situation, we advise that you visit the following website for up-to-date travel advice.

<https://www.dfa.ie/travel/travel-advice/coronavirus/>

The advice of the HSE should be followed at all times if an employee has returned from an affected area: <https://www2.hse.ie/conditions/coronavirus/coronavirus.html>

As you will be aware, the government is advising against all non-essential travel outside of the island of Ireland. They have also advised that any individual who returns from any other country should restrict their movements and not attend work for 14 days. We would request that no employee travels outside of the island of Ireland until further notice. Should any individual travel abroad effective from the 18th March - and as a consequence - they are unable to attend work due to:

- (a) Government advice, or
- (b) On the instructions of the HSE, or
- (c) On the instructions of a GP,

then we reserve the right not to pay that employee for that period of absence post return.

Absenteeism in the event of the illness of a family member: In general, the hotel does not recognise the absence of an employee arising from the illness of a family member. Employees will normally take annual leave for short term illnesses (of a child for instance) or, subject to the approval of the hotel, 'special' leave for longer term absences. This is unpaid.

In the event that there is a symptomatic or confirmed case in your household, then you must follow the advice of the HSE as outlined above.

Attendance policy: Employees unable to attend work due to COVID-19 must at all times follow the hotel's absence policy and all normal absence procedures.

Collection of personal information about employees' and family members: There may be exceptional circumstances where you choose to provide the hotel with information that is beyond what is normally retained for employees, e.g. relevant details of recent travel patterns and movements. Where employees provide such information to the hotel, it will process the information confidentially and in accordance with relevant data protection law.

Updates on the global situation regarding COVID-19 are available from the following sources:

WHO Website link: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
HSE Website link: <https://www2.hse.ie/conditions/coronavirus/coronavirus.html>
HPSC Website link: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
DFA Website link: <https://www.dfa.ie/travel/travel-advice/coronavirus/>
ECDPC Website link: <https://www.ecdc.europa.eu/en>

Signature of Employee:
Signature of General Manager:

Date:
Date