

CEEDS Clondalkin Centre for the Unemployed Training policies and procedures – Covid-19 Safety Update Updated 28th July 2020

Introduction

All CEEDS Service Users must familiarize themselves with the policies and procedures in this document. The safety and wellbeing of all our Staff, Learners and Clients is our number one priority. CEEDS always urge all visitors to the Centre to follow official Government instructions and advice in relation to Covid-19. Further information may be found at www.gov.ie and hse.ie

The Covid-19 crisis is a constantly evolving situation. The contents of this working document are subject to change by CEEDS at any time without notice.

Access to CEEDS Centre

- A queuing system is in place for all Course participants. Learners must queue to the left hand side of the Main Door by the side of the Building. Social distancing must be maintained at all times. Access to the Centre will be permitted no earlier than 10 minutes before the Course is scheduled to commence.
- All registered Course Applicants must enter the premises by the Main Door at reception. CEEDS Staff will be able to provide further assistance.
- On entering the Centre all Learners must disinfect their hands using the sanitizing gel provided at Reception. In the event that you are allergic to Hand Sanitiser, please bring your own sanitising hand wipes or ensure that you wash your hands before entering our training room.
- All visitors to the Centre must always observe and adhere to social distancing guidelines at all times.
- All visitors to the centre must maintain the highest standards of hand hygiene practices at all times.
- A Contact Diary is in place for staff and all people in the premises for more than 15 minutes. Due to Government requirements and in compliance with Covid-19 contact tracing protocols, all visitors to the Centre must be registered and must sign the Visitors Log Book at the Reception Desk on entering the premises.
- At the time of this publication (28th July 2020) all visitors to the Centre must bring their own Face Mask. CEEDS may review this policy as required by Government direction or advice. Visitors who do not have their own Face Mask may purchase one at Reception for a fee of 50 Cent per Mask.
- Learners are not required to wear Face Masks within the Training room unless a specific part of the course compromises social distancing, however Face Masks should be used in all other public areas of the Centre including the corridors, reception area and public toilets.

Use of Toilet facilities

- Use of Toilet facilities should, where possible, be limited. Toilet facilities should preferably be used before the training course begins.
- Access to Toilet facilities is controlled by Staff at Reception.
- Access to Toilet facilities is restricted to one person at a time.

Access to the Training Room and safety rules

- Only registered Course Participants may enter and use CEEDS training facilities. Unauthorized persons will be denied access to the training room(s).
- All surfaces, desks, computer equipment and chairs have been cleaned/wiped down in advance by our Staff with approved disinfectants.
- There is another Sanitizing gel dispenser on the wall beside the entrance to the Training Room, which must be used before accessing the Room.
- Learners must take the first available seat starting at the rear of the room first. This is to help ensure safe movement around the room for other Learners. Seating plans/Seating arrangements are also in place for some training Courses. Learners should retain the same Desk/Seat for the remainder of their Course.
- All users of our training facilities must always observe and adhere to social distancing guidelines at all times.
- Windows in the Training Room must be kept open while a Course is in progress. This is to ensure adequate air circulation and ventilation of the room. We recommend that Learners bring a warm hoody or indoor jacket for use in case of fluctuating temperature.
- Seating/Desks will be limited to suit the Group size and to comply with Social distancing guidelines. Unoccupied seats should not be used. Learners should not change chairs during the class.
- Contactless Bins have been installed in our Training Rooms, which may be used for disposing of any waste materials.
- Learners are requested to bring their own stationery to their training Course including pens, notebooks, calculators, or other required items.
- Learners are advised to bring their own food items with them if required for their break. These items must be consumed at the Learner's own desk area.
- Tea/Coffee making facilities are provided in the Training Room. In the interest in health and safety, use of these facilities is limited to one person at a time.
- After using the Tea/Coffee station facilities please wipe down the surfaces or areas which you were in contact with using the wipes provided.
- For health and safety reasons there will be no access to CEEDS Fridge, toaster, or Microwave facilities until further notice.

Exiting the Training Room and re-entry during Class

- Exit from the Training room after the class, or on break time during the class, will be via the Exit Door at the rear of the Training Room. This is to minimize the movement of people around the Centre. Please note that this is an external door and leads directly to the side of the Building. All Learners and Tutors need to be aware that this side of the building is a thoroughfare and to use extreme caution when exiting the room and watch out for passing vehicles from the left and right.
- If you leave the training Room (for a break etc.) re-entry to the Room must be via the rear/side door of the training room.

Exiting the Training Room and re-entry during Class

- It is compulsory to use the Hand sanitizing gel provided on exiting and re-entering the Training Room. In the event that you are allergic to Hand Sanitiser, please bring your own sanitising hand wipes or ensure that you wash your hands before entering our training room. Our staff will admit you to the toilet area.

Training Rooms - Upgrade of safety features

CEEDS has reviewed the physical setups of our training rooms and has evaluated how our facilities may be used as a suitable long-term solution to the issues surrounding social distancing. Our large I.T Room has two entrance/exits points including an external doorway with access directly to the outside of the Building. This allows a clear passage through the room from the entrance door to the external exit point.

Both CEEDS training rooms have excellent ventilation. Our Soft Skills room has two large windows. Our Large I.T room has three large windows and an exit door leading to the outside of the Building.

Extensive measures have been undertaken by CEEDS to ensure the highest levels of compliance with Covid-19 health and safety related protocols including:

- Clear signage and displays in relation to Covid-19 and public safety have been installed in all training rooms as well as all public areas of the Centre.
- Floor Markings/Decals have been installed at the Reception area as safety guidelines for social distancing.
- Hand sanitizing gel units have been installed at the entrance point to all training rooms. An additional hand Sanitizing dispenser is available at the Exit door at the rear of the Large I.T training room. All Visitors to the Centre must use the hand sanitizing gel provided on entering our premises. Additional Hand sanitizing gel units have been installed in all public areas of the Centre.
- All Chairs within our training rooms are new and are vinyl-upholstered enabling them to be frequently disinfected.

Training Rooms - Upgrade of safety features (continued)

- All Surfaces and Desks within our training rooms are new and easily cleanable.
- Desk configurations are flexible and can be configured to allow for excellent individual personal space setups in compliance with social distancing regulations.
- There is no carpet flooring in any of our training rooms
- Exit from the Training room after the Course, or on break time during the Course, will be via the Exit Door at the rear of the Training Room. This is to minimize the movement of groups of people around the Centre. Please note that this is an external door and leads directly to the side of the Building. All Learners and Tutors need to be aware that this side of the building is a thoroughfare and to use extreme caution when exiting the room and watch out for passing vehicles from the left and right.

New Cleaning measures introduced by CEEDS

- New cleaning practices have been introduced which include a requirement for all CEEDS Staff having cleaning duties and responsibilities for their own desks and work areas. This has been clearly outlined in the CEEDS Staff Guidelines for (ongoing) Safe Working Practice.
- CEEDS Maintenance/Cleaning Team have been provided with a daily cleaning checklist and will be required to sign off that the tasks have been completed with the frequency outlined in the cleaning guidelines.
- All Users of our training rooms (Tutors, Learners etc.) have a duty of care to ensure the facilities are always kept clean and tidy. In the event of spillages etc. a member of our Cleaning/Maintenance team should be contacted for assistance.

Basic Containment / Reducing Spread of Infections

The following areas have undergone professionally steam cleaning and have been thoroughly treated with anti-bacterial/viral cleaning products:

- All Toilets (Including Crèche) · Bowls, seats, basins, taps, flush handles
- All Tiled areas (floors and walls)
- All internal Doors and handles - inside and out
- Kitchen: Presses, doors, and handles, sink and tap, tiled areas (floor/walls)
- Dishwasher pulled out, floor and walls cleaned behind.
- Back door, Glass, frame, and handles - inside and out.
- Internal Doors: All doors and handles - inside and out
- Front entrance: Glass lobby – all glass and handles - inside and out

Other Safety Measures implemented by CEEDS

- Safety Screens (PPE Protective Sneeze Guard) have been installed at the primary public area of the Centre, enclosing the Reception Desk.
- Safety Screens (PPE Protective Sneeze Guards) have been installed between each public computer workstation. This modification will significantly enhance the safety environment of this area.
- Covid-19 information signage has been posted and displayed in all public areas of the Centre including all training rooms, reception area, hallways etc.
- Gloves, hand sanitiser, masks, aprons, and informative signage displayed in all areas.

Contact Tracing

CEEDS is required by law to collect certain personal information such as names, contact numbers and email addresses from all visitors to the Centre for the purposes of Covid-19 disease contact tracing.

Isolation Unit

CEEDS provides a designated Isolation Unit as part of our Covid-19 response plan and as required by the National Standard Authority of Ireland. This area may be used in the event that any person(s) display Covid-19 symptoms. The Isolation area in CEEDS has been identified as **Interview Room 1**. This Room is behind a closed door and has excellent ventilation.

The Isolation Unit, and the route to this designated area is easily accessible and is accessible by people with disabilities. This Room is equipped with a brand-new Chair, Safety Screen, Antibacterial wipes, touch-free Bin, disposable Gloves, Hand sanitizing Gel etc.

In the event that someone displays suspected Covid-19 symptoms while in work/training at CEEDS, the individual who is sick will be instructed to wait in the Isolation Unit until they can leave the premises. Once the individual with suspected Covid-19 symptoms has left the area, the room will then be thoroughly cleaned before being put back into use as recommended by NSAI guidelines.

Public responsibility

- CEEDS requests that all visitors to the Centre take full responsibility for their own safety and hygiene and to be respectful at all times of the safety of others around them. Course participants and service users must always take responsibility for the area which they are using e.g. their desk, chair, visits to the Tea station etc. and wipe down any areas which they were in contact with using the antibacterial wipes provided in the Training Room.

- In the Event that a Learner/Visitor to CEEDS is unable to use our hand sanitizing gel due to an allergy etc., they must make a CEEDS Member of staff aware. We will then direct the Learner/Visitor to an area where they may wash their hands.

Reducing the spread of infections – Public advice

In the interest of public safety, we request that you do not visit CEEDS if you have any of the following symptoms:

- Fever
- Cough
- Sore Throat
- Runny Nose
- Fatigue
- Shortness of breath/difficulty breathing
- Any other respiratory symptoms

Safety Declaration

We declare that CEEDS is compliant with Government Post Covid-19 Safety Protocols and will strive to ensure continued compliance. CEEDS will continue to maintain our extremely high standard of hygiene and to review these measures on an ongoing basis and also to implement new measures as required.

Signed: *Grace Wills*
CEEDS Centre Supervisor
Date: 28th July 2020

Signed: *Eddie Costello*
CEEDS Project Development Manager
Date: 28th July 2020

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Covid-19 support resources

HSE (Health Service Executive)

www.hse.ie

The Government of Ireland

www.gov.ie

WHO (World Health Organization)

www.who.int

NSAI National Standard Authority of Ireland

<https://www.nsai.ie/covid-19/>