

## Appendix 1 - Covid 19 Standard Operating Procedures.

### 1.1 INTRODUCTION.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. It can be easily spread to other people and patients are normally infectious until all the symptoms are gone. Covid-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

NAME OF STUDIO is committed to managing the risk associated with Covid-19. It will risk assess and manage safety and health hazards in the workplace, including managing and instructing employees on the various control measures and compliance in place to combat Covid-19.

This can be done in three principal ways –

1. **Reduce** – the number of persons in any work area to comply with the 2.0m social distancing guidelines recommended by the HSE.
2. **Review** – work practises and be mindful of close working arrangements. Coach site personnel to self-assess their tasks from social distancing and transmission points.
3. **Supervise** – or mentor appointment of a C-19 Compliance Officer to specifically monitor adherence to social distancing and hygiene etiquette.

## 1.2 HYGIENE.

All staff should follow this advice and encourage others to follow this advice also.

### DO – Wash your hands -

- after coughing or sneezing before and after eating
- before and after preparing food
- if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- before and after being on public transport if you must use it
- before and after being in a crowd (especially an indoor crowd)
- when you arrive and leave buildings including your home or anyone else's home
- before having a cigarette or vaping
- if your hands are dirty
- after toilet use
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

### DON'T

- Do not touch your eyes, nose or mouth if your hands are not clean.
- Do not share objects that touch your mouth – for example, bottles, cups.

The advice regarding the use of face coverings has changed over time but generally if social distancing can be maintained outdoors, then the wearing of a face covering should be considered an individual option, unless social distancing cannot be maintained, in which case a face covering should be worn. Face covering must be worn entering and leaving class.

Similarly, the use of hand held temperature devise should be mandatory.

### Disposable gloves

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Also, hands can become contaminated when gloves are taken off. Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

A person might potentially:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on
- contaminate yourself when taking off the gloves or touching surfaces
- not wash your hands as often as you need to and touch your face with contaminated gloves.

### Face Masks.

Face masks/covering must be worn entering and leaving class. Masks/coverings can be removed in class providing a safe distance is established between mats..

#### Cleaning: Office environment.

- Ensure there is a staggered roster to ensure that no more than two people are at work per day in the office.
- Temperature check twice a day.
- All unnecessary equipment should be removed and stored elsewhere to facilitate efficient cleaning of environment.
- No vacuuming and cleaning schedule in place for office environment.
- All surfaces should be disinfected including door handles, counters, chairs, keyboards etc.
- Disinfect common facilities such as photocopier, printer etc.
- Minimise opportunities to touch hard surfaces ie. Leave doors open.
- Use own work phone. Do not share phones, pens etc.
- Adhere to good coughing etiquette.

#### Cleaning: Class environment.

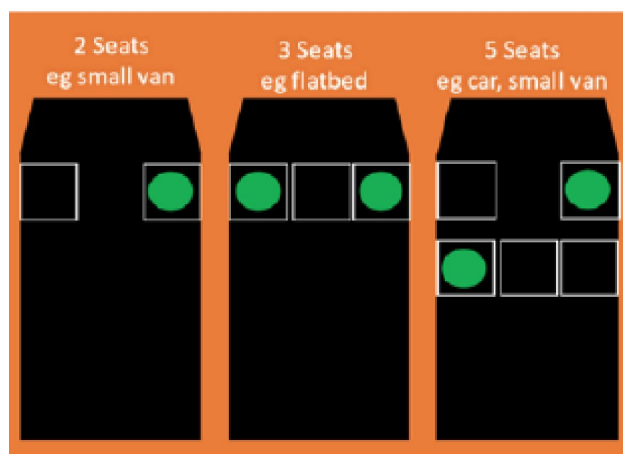
- No vacuuming.
- All unnecessary equipment to be removed from the environment to facilitate cleaning.
- No studio equipment to be used.
- All surfaces to be cleaned regularly, especially before and after class.

### **1.3 TRAVEL TO/FROM CLASS.**

**Where a teachers/client exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to class.**

Wherever possible, teachers/clients should travel to site alone using their own means of transport.

Where public transport is the only option for teachers/clients, then they will be encouraged to wash their hands and sanitise upon arrival. The wearing of class clothing should be discouraged, and teachers/clients should be encouraged to change upon arrival at class.



#### Control Measures in Vehicles.

- Personnel to use personal transport to reduce numbers travelling in vehicles.
- When entering (and leaving) all vehicles the driver should clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.
- Keep windows at least partially open and wear face covering if you are not alone.
- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application, or equivalent.

- Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.
- If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
- Carry hand sanitiser (at least 70% alcohol) and use it regularly throughout your journey.

#### **1.4 PREVENTION OF CROSS CONTAMINATION.**

The potential for cross contamination is high at high entry/exit points or where there is a high level of surface contact in welfare facilities, walkways, etc.

##### Recommended Control Measures.

- Stagger start/finish times to reduce queuing.
- Teachers/client to complete Covid-19 declaration and undergo temperature check.
- Multiple entry/exit points.
- Teacher to meet clients at door and encourage hand sanitisation and direct client to mat.
- Sanitising stations at site entry points.
- Regularly clean all common contact surfaces, especially taps, washing facilities, handles, handrails, tools, machinery, office equipment, phones, interior of vehicles.
- Reduce the number of people in attendance at induction or tool box talks. Hold them outdoors or by video link if possible.
- All persons entering sites be directed to wash their hands.
- One way access systems of access/exit.
- No shared equipment. Teachers/clients to use own mats/props.
- Teacher will not make any physical contact or provide adjustments.

##### Welfare Facilities.

- Disinfect all door and internal handles or surfaces after use.
- Restrict the number of people using toilet or welfare facilities at any one time.
- Maintain Social Distancing at all times.
- Maintain appropriate Covid-19 hygiene regime.
- Ensure soap and hand wash pictorial guides are provided at all wash stations.
- Ensure suitable rubbish bins for hand towels and regular removal and disposal.

### **1.5 CLASS PROMINITY**

- One person in/out before and after class.
- No queuing for entry or exit.
- 2m mat distance at all times.
- If possible, leave doors open for ventilation.
- Hand washing and sanitation before and after class.
- All common touch surfaces to be cleaned.

### **1.6 CLEANING THE SPACE OF A SUSPECTED/CONFIRMED CASE.**

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

- It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (COVID-19) case has left will reduce the risk of passing the infection on to other people
- If an area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- For cleaning purposes, wear a face mask, disposable or washing up gloves. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.
- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off- and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

#### Laundry.

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

#### Rubbish.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

# Coronavirus COVID-19



## Help prevent coronavirus



Wash your  
hands



Cover mouth if  
coughing or sneezing



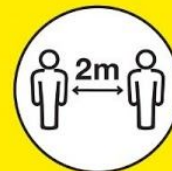
Avoid touching  
your face



Keep surfaces  
clean



Stop shaking  
hands and hugging



Keep a safe  
distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

## Visit HSE.ie

For updated factual information and advice  
Or call 1850 24 1850

Protection from coronavirus.  
It's in our hands.



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# Coronavirus **COVID-19**



Coronavirus  
**COVID-19**  
Public Health  
Advice

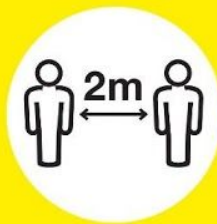
## Social Distancing Outside

Spending time outdoors is good for our health.  
**But social responsibility is essential for  
ALL our health.**



### **Avoid**

close contact  
with others



### **Distance**

yourself at least  
2 metres (6 feet) away  
from other people



### **Small group**

sizes should be kept  
to a minimum



### **Don't arrange**

to meet up with other  
groups



### **Avoid**

an area if it looks  
very busy and go  
somewhere else  
for your walk

### **For Daily Updates Visit**

[www.gov.ie/health-covid-19](http://www.gov.ie/health-covid-19)  
[www.hse.ie](http://www.hse.ie)

Ireland is operating a delay strategy  
in line with **WHO** and **ECDC** advice



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# Coronavirus COVID-19



Coronavirus  
**COVID-19**  
Public Health  
Advice

## Know the signs



High Temperature



Shortness of Breath



Breathing Difficulties



Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.



Wash



Cover



Avoid



Clean



Stop



Distance

If you have symptoms, self-isolate to protect others and phone your GP. Visit [hse.ie](https://www.hse.ie) for updated factual information and advice or call 1850 24 1850.

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# Coronavirus COVID-19



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Advice

## Who is most at risk?



**People over 60**



**People with long term  
medical conditions**  
like heart disease, lung  
disease, diabetes and cancer

Please take extra care if this affects  
you or someone you know.



Wash



Cover



Avoid



Clean



Stop



Distance

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to protect others and phone your GP.  
Visit [hse.ie](https://www.hse.ie) for updated factual information  
and advice or call 1850 24 1850.

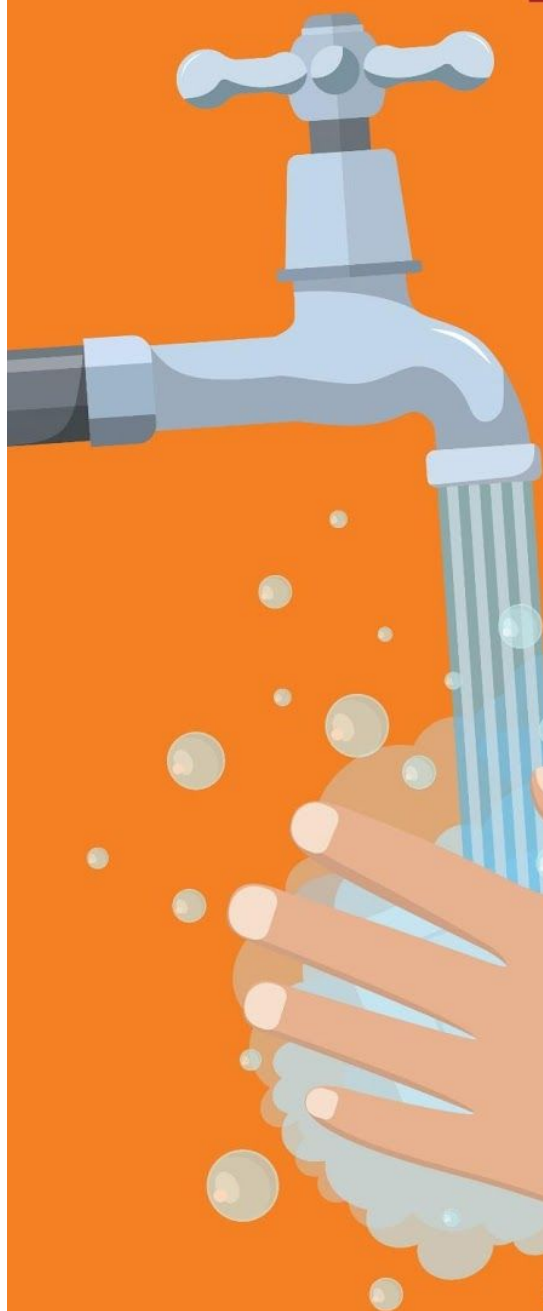
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# Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



[www.hse.ie/handhygiene](http://www.hse.ie/handhygiene)





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# Protect each other Stand apart



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### Appendix 3 – How to wash your hands with soap and water

1. Wet your hands with warm water and apply soap.
2. Rub your hands together until the soap forms a lather.
3. Rub the top of your hands, between your fingers and under your fingernails.
4. Do this for about 20 seconds.
5. Rinse your hands under running water.
6. Dry your hands with a clean towel or paper towel.

If you have dry skin or a skin condition, apply moisturiser after washing your hands and at night.

#### RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

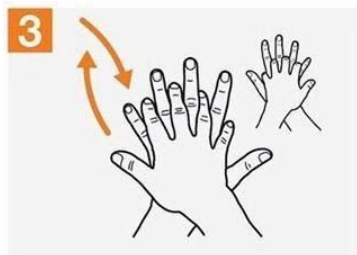
 **Duration of the entire procedure: 20-30 seconds**



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

