



GLENGOWLA MINES

Family Farm Experience

Glengowla Mines COVID-19 Response Plan

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1. INTRODUCTION

It is critical that all work undertaken at Glengowla Mines during the Coronavirus (COVID-19) pandemic is conducted in a manner that ensures the staff and public are protected from infection. Managing the risk of spread at Glengowla Mines is important in relation to the health of staff and the public, and is also important as part of general efforts to control the spread and protect the most vulnerable.

Accordingly, all Glengowla Mines personnel will undergo training prior to recommencing work. This is to ensure strong communication and a shared collaborative approach between Glengowla Mines and its staff and is key to protecting against the spread of COVID-19. Any contractors engaged will also require to undergo an induction, including the completion of a health questionnaire.

The Glengowla Mines COVID-19 Response Plan (the Plan) is written to conform with the requirements of the Irish Government's *Return to Work Safely Protocol*. The protocol was developed following discussion and agreement at the Labour Employer Economic Forum which is the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance.

The purpose of this Plan is to protect staff and their families, the visiting public and the Irish population. It describes the steps that Glengowla Mines and its staff shall take in order to reduce the risk of the spread of COVID-19 in the workplace. It also provides advice on the measures recommended by Government to reduce the spread of COVID-19 in the community. Glengowla Mines will continually monitor the situation and keep staff up to date with the latest measures introduced by Government and any advice issued as a result.

Glengowla Mines has appointed the Keith Geoghegan as the COVID-19 Officer responsible for ensuring that the COVID-19 measures are strictly adhered to.

Glengowla Mines will monitor the implementation of this Plan together with the site-specific health and safety procedures. The co-operation and diligence of Glengowla Mines staff is necessary to ensure the success of the Plan.

As new guidance and information comes to hand this Plan will be updated and Glengowla Mines staff kept fully informed.

Keith Geoghegan
Managing Director
21 June 2020

2. SIGNS AND SYMPTOMS

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu. Note: Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

2.1 Compare symptoms of coronavirus, flu and cold

Symptoms	Coronavirus Symptoms range from mild to severe	Flu Abrupt onset of symptoms	Cold Gradual onset of symptoms
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Mild shortness of breath	Sometimes	No	No
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

If you have any of these symptoms, you should behave as if you have the virus and self-isolate for 14 days. People in your household will need to restrict their movements.

You may also need to be tested for coronavirus – refer to Section 4.

Note: All Glengowla Mines personnel are required to complete the *COVID-19 Pre-return to Work Declaration*.

Watch: COVID-19 Symptoms and what to do - <https://youtu.be/T8s5z9ZrUdo>

2.2 Compare hay fever and coronavirus symptoms

The pollen count is higher now so more people will experience hay fever. If you normally get it, you will be familiar with the typical signs and symptoms of hay fever. They usually happen at the same time every year.

While there are some similarities between the symptoms of coronavirus and hay fever, there are also ways to tell the difference.

Hay fever symptoms get worse when you are exposed to certain triggers. For example, pollen, weeds or grass. Hay fever does not cause a high temperature and most people with hay fever do not feel unwell.

While coronavirus can cause symptoms in your upper airways such as loss of smell or a blocked nose, it is usually associated with a high temperature, aches and pains and a cough. Talk to your GP if you have severe or persistent symptoms.

2.3 How Coronavirus is spread

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.



2.4 At-risk groups

There are some groups of people who may be more at risk of serious illness if they catch Coronavirus (COVID-19). These groups include:

- People over 75 are particularly vulnerable
- All people aged 60 years and over
- People (adults and children) with long-term medical conditions including people with cardiac and respiratory conditions
- People whose immune system is impaired due to disease or treatment including cancer patients

- Patients with any condition that can affect respiratory function (breathing)
- Residents of nursing homes and other long-stay settings including disability, mental health and older persons services
- All over 50-year olds within the specialist disability health services. All people in the specialist disability health services with an underlying health problem

What people in at-risk groups should do

The advice now for everyone is to stay at home. You do not need to self-isolate unless you have symptoms of coronavirus.

If you are caring for someone in an at-risk group, it is very important you follow the advice on how to protect yourself from coronavirus.

3. DEALING WITH A SUSPECTED CASE OF COVID-19 AT GLENGOWLA MINES

While a worker should not attend work if displaying any symptoms of COVID-19, the following steps are to be followed by Glengowla Mines staff if a suspected case of COVID-19 arises at the workplace:

- Glengowla Mines management must be notified immediately.
 - Maintaining social distancing guidelines, direct the suspected case to porch area at the front of the main building. If more than one person is displaying signs of COVID-19 the other person/s should be located in another isolated area and provided with, face mask, hand sanitiser, tissues, gloves and clinical waste bags.
- All isolation areas will be provided with the following:
 - ➔ Ventilation, i.e. via a window, if inside
 - ➔ Tissues, hand sanitiser, disinfectant and/or wipes,
 - ➔ PPE; gloves, masks,
 - ➔ Clinical waste bags.
- The unwell person is to be instructed to wear a mask.
- Assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and assist them with calling their doctor. The person should avoid touching people, surfaces and objects. Advice should be given to the person to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- Glengowla Mines management will assist with arrangements for transport home or to hospital for medical assessment if required by the GP. Public transport of any kind should not be used.
- Glengowla Mines management will carry out an assessment of the incident which will form part of determining follow-up actions and recovery, for example closing the premises, sending staff home, clean-up operations etc.
- The isolation area and work areas are to undergo appropriate cleaning – see Appendix A.
- Glengowla Mines management will provide advice and assistance if contacted by the HSE.



Note: There is no requirement for Glengowla Mines to notify the Health & Safety Authority if any Glengowla Mines personnel contracts COVID-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

COVID-19 is reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware or suspects an instance of such disease.

4. CORONAVIRUS TESTING - HOW TO GET TESTED (HSE 11 June 2020)

You may need to be assessed for a coronavirus test if you are in one of these situations:

1. You suddenly experience one of these symptoms and there is no other obvious cause:
 - fever
 - cough
 - shortness of breath
 - loss or change to your sense of smell or taste

If you develop symptoms, you should self-isolate to stop the spread of coronavirus. Phone your GP to discuss your symptoms and whether you need a test for coronavirus.

2. If you are a close contact of a confirmed case of coronavirus, you will be phoned by the contact tracing team. They will arrange a test for you. You will be tested even if you do not have symptoms.

GP assessment

Your test and GP assessment will be free of charge.

Phone your GP. Do not go to a GP surgery, pharmacy or hospital. The GP will assess you over the phone.

If you don't have a GP, any GP can arrange a test for you.

Your GP may refer you to a coronavirus community assessment hub.

Do not ring GP out-of-hours services. They cannot arrange testing.

HSELive cannot order coronavirus tests. It is an information line only.

If your GP decides that you do not need to be tested

If your GP decides that you do not need to be tested, you will still be asked to stay home and self-isolate for 14 days. The people in your household will need to restrict their movements.

If your GP decides that you need to be tested

If your GP decides that you need to be tested, they will arrange a test for you. You will need to self-isolate while you wait for your test. The people in your household will need to restrict their movements.

Make sure your GP has the correct mobile number for you. Your test details will be sent to you by text message.

Having a test is important if your GP decides you need one. It can help you find out if you have coronavirus.

It can also help us to understand how far the virus is spreading and to plan for extra demand on health services.

Text confirmation

You will get a text message with the time and location of your test. The text will include a reference number. You will need to bring this to your appointment.

Your GP and HSELive do not have access to your reference number.

If your symptoms get worse

Phone your GP if your symptoms get worse while you are waiting for your test.

If you have difficulty breathing or are feeling very unwell, call 112 or 999 and tell them about your symptoms.

Cancelling a test appointment

You can cancel your test appointment using the text message you received with your test details.

To cancel your test

1. Open the text message.
2. Click on the link 'for more information...'
3. You will be brought to a web page with your appointment details.
4. Click on the link 'Cancel Appointment'.

Where you will have your test

You will either have your test:

- at a community test centre - some test centres are drive-thru
- in your home

Your test appointment will be confirmed by text message. The text will include details on where you should go and when.

Testing is by appointment only. Do not go to a test centre without an appointment - you will not be seen.

Limitations of testing for coronavirus

No test is 100% accurate. All tests have limitations. This is the same with the test for coronavirus.

The test will find the virus in most people who have symptoms. But in some cases, it may not pick up that you have the virus.

Some test samples may go missing or we may be unable to identify a patient. This can happen in a very small number of cases due to human error. All steps are taken to prevent this and every effort is made to trace samples to patients.

Before you are tested

While you wait for your test, you should behave as if you have the virus by self-isolating for 14 days. People in your household will need to restrict their movements.

Treat your symptoms at home. Drink enough water to avoid dehydration - your pee should be light yellow or clear. Paracetamol or ibuprofen may help with symptoms such as pain or fever.

Before taking any medication, read the full package leaflet that comes with your medicine. You should also follow any advice a healthcare professional gives you.

If your symptoms get worse or are severe, phone your GP.

Bring your phone

Bring your phone with you to the test centre or drive-thru test centre.

If a Garda stops you on your way to a test centre, show them the text message with your appointment information. Do not open your window. Hold your phone up to the window to show the garda your appointment details.

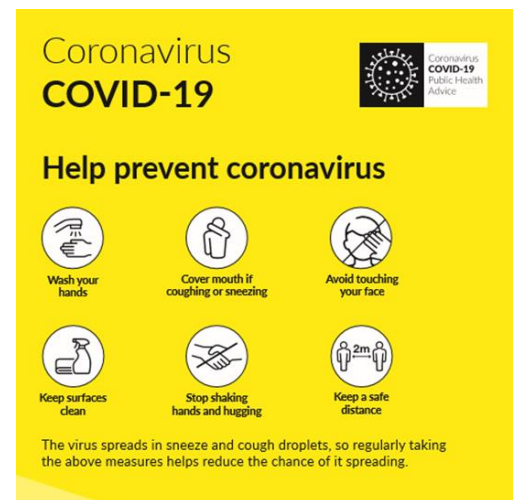
5. CONTROL MEASURES

5.1 Hand Hygiene

Glengowla Mines will ensure you have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).

You must:

- Ensure you are familiar with and follow hand hygiene guidance and advice.
- **Watch *How to wash your hands properly*: <https://youtu.be/lsgLivAD2FE>**
- Wash your hands with soap and water or with an alcohol-based hand rub regularly and in particular:
 - ➔ after coughing and sneezing,
 - ➔ before and after eating,
 - ➔ before and after preparing food,
 - ➔ if in contact with someone who is displaying any COVID-19 symptoms,
 - ➔ before and after being on public transport (if using it),
 - ➔ before and after being in a crowd,
 - ➔ when arriving and leaving the workplace/other sites,
 - ➔ before having a cigarette or vaping,
 - ➔ when hands are dirty,
 - ➔ after toilet use.
- Avoid touching your eyes, mouth, or nose.
- Not share objects that touch their mouth, for example, bottles or cups.
- Use your own pen for any documentation.
- Hand shaking is prohibited.
- Staff are encouraged to protect the skin by applying emollient cream regularly.



5.2 Respiratory Hygiene

In addition to hand hygiene, good respiratory hygiene and etiquette is also necessary.

Glengowla Mines has provided tissues as well as bins/bags for their disposal.

You must:

- Empty the bins provided at regular intervals.
- Adopt good respiratory hygiene and cough etiquette.
- Ensure you are familiar with and follow respiratory hygiene guidance.



5.3 Physical distancing

Physical distancing is recommended to reduce the spread of infection. The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

The following applies:

- Physical distancing applies during any work activity.
- Breaks are to be taken in such a way as to facilitate maintenance of physical distancing.
- Meetings are to be conducted as much as possible using online remote means. Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending are to be kept to a minimum and participants must maintain physical distancing at all times.
- Signage will be displayed to advise visitors to maintain 2metre physical distancing.
- Suppliers delivering goods to Glengowla Mines will be instructed to call on arrival, and goods will be received outside the premises.



5.4 Travel

For necessary work-related trips, the use of the same vehicle by multiple workers is not allowed. The number of workers who share a vehicle – simultaneously or consecutively – should be kept to a minimum as far as is reasonably practicable.

The vehicle windows are to be kept open for ventilation.

Glengowla Mines staff must travel alone if using their personal cars for work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance.

6.0 Cleaning

6.1 Before reopening

Glengowla management has assessed the Glengowla Mines sites to ensure that all areas are cleaned prior to restarting. This includes documented cleaning procedures and the provision of COVID-19 signage, face masks and shields, hand sanitiser.

6.2 Keeping Glengowla Mines clean

Glengowla Mines management commits to keeping all areas clean and prevent transmission by touching contaminated surfaces. The following cleaning regime has been established:

1. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
2. Providing hand sanitiser in various locations.
3. Essential cleaning materials are provided, for example wipes/disinfection products, paper towels and waste bins/bags.
4. Thoroughly and regularly clean frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning.
5. Ensure contact/touch surfaces such as tabletops, work equipment, and door handles are visibly clean at all times and are cleaned at least twice daily.
6. Frequent cleaning of objects and surfaces that are touched regularly, including the shop coffee machine, shop till, toilets etc., and making sure there are adequate disposal arrangements for cleaning products.
7. Hard hats will be cleaned after every tour.
8. Toilets are to be cleaned at least twice daily and whenever they are visibly dirty; paying particular attention to door handles, locks and the toilet flush handle.
9. The handrails at the mine will be cleaned on the way up, on the left-hand side on one tour and on the right-hand side on the following tour.
10. Waste collection points are to be emptied regularly, throughout and at the end of each day.
11. Procedure for cleaning after a known or suspected case of COVID-19 (Appendix A).

Cleaning of all areas must be conducted at regular intervals and recorded on the Daily Routines Record Book.

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE protects the user against health or safety risks at work. It can include items such as hard hats, gloves, eye protection, face masks and shields, high-vis clothing, and suitable footwear.

7.1 Face masks (Guidance issued by the Department of Health)

Wearing a cloth face covering is recommended in situations where it is difficult to practise social distancing, for example, in shops or on busy public transport. Wearing of cloth face coverings may help prevent people who do not know they have the virus from spreading it to others.

If you wear one, you should still do the important things necessary to prevent the spread of the virus. These include:

- washing your hands properly and often
- covering your mouth and nose with a tissue or your sleeve when you cough and sneeze
- not touching your eyes, nose or mouth if your hands are not clean
- social distancing – as per guidelines

Cloth face coverings

A cloth face covering is a material you wear that covers the nose and mouth.

Wearing a cloth face covering in public may reduce the spread of COVID-19 (Coronavirus) in the community. It may help to reduce the spread of respiratory droplets from people infected with COVID-19 (Coronavirus).

Cloth face coverings may help to stop people who are not aware they have the virus from spreading it.

If you have COVID-19 (Coronavirus) or have symptoms of the virus, you must self-isolate. Do this even if you wear a face covering.

When to wear one

Wearing of face coverings is recommended in the following circumstances:

- when maintaining social distancing from people is difficult - for example, in shops, shopping centres or public transport
- by people visiting the homes of those who are cocooning
- by people who are being visited in their homes by those who are cocooning

What they are made from

Cloth face coverings are made from materials such as cotton, silk, or linen. You can buy them or make them at home using items such as scarfs, t-shirts, sweatshirts, or towels.

How to make one

Watch: <https://youtu.be/1nPMjEGBH9U>

Who should not wear one

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- has trouble breathing
- is unconscious or incapacitated
- is unable to remove it without help
- has special needs and who may feel upset or very uncomfortable wearing the face covering

Do not criticise or judge people who are not able to wear a face covering.

How to wear one

A cloth face covering should cover the nose and go under the chin and:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include at least 2 layers of fabric
- allow for breathing without restriction

How to wash one

Wash daily in a hot wash over 60 degrees with detergent.

If using a washing machine, you should be able to wash and machine dry it without damage or change to shape.

You do not need to sterilise cloth face coverings. Wash it in a washing machine or by hand as you would any other item of clothing.

Wash hands before and after use.

When to throw it out

You should throw out a cloth face covering when it:

- no longer covers the nose and mouth
- has stretched out or damaged ties or straps
- cannot stay on the face
- has holes or tears in the fabric

How to use a cloth face covering properly

Do:

- clean your hands properly before you put it on
- practise using it so you are comfortable putting it on and taking it off
- make sure it is made from a fabric you are comfortable wearing
- cover your mouth and nose with it and make sure there are no gaps between your cloth face covering
- tie it securely
- carry unused masks in a sealable clean waterproof bag (for example, a ziplock bag)
- carry a second similar type bag to put used masks in

Don't:

- touch a mask or face covering while wearing it - if you do, clean your hands properly
- use a damp or wet medical mask or reuse a medical mask
- share masks
- do not lower your mask to speak, eat and smoke or vape - if you need to uncover your nose or mouth take the mask off and put it in the bag for used masks
- do not discard masks in public places

Taking off a cloth face covering

To take it off properly:

- remove it from behind - do not touch the front of the mask
- do not touch your eyes, nose, and mouth
- clean your hands properly
- put disposable masks in a bin straight away

Watch: How to safely wear a face covering - <https://youtu.be/OBR0udolaiY>

7.2 Face Shields

Wearing a face shield helps protect your eyes, nose and mouth from others' breathing, sneezing or coughing. It acts as a barrier to aerosol droplets in the air and restricts access to the face thus preventing inadvertent touching and transfer of the virus.

The face shield must be cleaned regularly throughout the day; taking care to clean your hands properly.

7.3 Disposable gloves

The current HSE advice is not to wear disposable gloves instead of washing your hands. The virus gets on them in the same way it gets on your hands. Also, your hands can get contaminated when you take them off.

Disposable gloves are worn in medical settings; they are not as effective in daily life.

Wearing disposable gloves can give you a false sense of security. You might:

- 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

However, there may be occasions when you have to wear gloves, and caution needs to be exercised when putting them on in case of tears, and when removing them to avoid contamination.

Watch: *How to safely remove used gloves:* <https://youtu.be/ATU383lIfT8>

7.4 Hard Hats

The wearing of hard hats is a mandatory requirement for visitors to the mine. They provide protection from falling objects or where there is limited head space. They must be cleaned thoroughly after each use.

7.5 Disposal of PPE

Use plastic bags for collecting rubbish including used tissues, gloves, masks and aprons. Dispose of rubbish bags when three-quarters full by tying the bag. Place the first bag in a second bag, which you should then also tie.

8. FIRST AID

Glengowla Mines first aid kit has been supplemented with items required for COVID-19, see Section 8.3 for details.

8.1 First Aid Responder Guidance

- + COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin.
- + The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.
- + The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.
- + There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person’s respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing.
- + If, as a First Aider Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.
- + First Aid Responders should be familiar with the symptoms of COVID-19, as per graphic below. You will need to perform a “dynamic risk assessment” based on the scenarios you are presented with.



COVID-19 (Coronavirus) Symptoms

Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>
Fever	Common	Rare	Common
Cough	Common (Usually Dry)	Mild	Common (Usually Dry)
Shortness of Breath	Sometimes	No	No
Aches and Pains	Sometimes	Common	Common
Sore Throat	Sometimes	Common	Sometimes
Headaches	Sometimes	Rare	Common
Fatigue	Sometimes	Sometimes	Common
Runny or Stuffy Nose	Rare	Common	Sometimes
Diarrhoea	Rare	No	Sometimes for Children
Sneezing	No	Common	No

Sources: World Health Organization, Centers for Disease Control and Prevention

8.2 Key Control Measures

- ✚ Standard infection control precautions to be applied when responding to any first aid incident in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
- ✚ Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case.
- ✚ In such cases, move individual to an isolated space to minimise risk of infection.
- ✚ Only one First Aid Responder to provide support/treatment, where practical.
- ✚ Additional PPE (enclosed eye protection and FFP3 mask if available) should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Please also have a mask available to give to person if they are displaying symptoms consistent with COVID-19, to limit droplet dispersion.
- ✚ If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions only until help arrives. To iterate the point, a person in cardiac arrest should have **compression only CPR** applied; see following page, and **Watch: Out of Hospital Cardiac Arrest Guidance during COVID-19 (Coronavirus) Pandemic** <https://vimeo.com/399707203>
If the person is unresponsive and not breathing normally, you still need to call 999 or 112 for emergency help and start CPR straight away
- ✚ Persons with minor injuries (cuts, abrasions) – where practical a First Aid Responder should avoid close contact and advise the person what steps to take in treating their injury.
- ✚ No reusable equipment should be returned to service without being cleaned/disinfected.

8.3 First Aid PPE Requirements

The following PPE must be available for responding to first aid incidents:

1. Disposable gloves (nitrile/latex)
 2. Face masks
 3. Disposable plastic aprons
 4. Enclosed eye protection
 5. Enclosed bin bags
- ✚ First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.
 - ✚ Following first aid treatment, disposable PPE any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.
 - ✚ Wash hands thoroughly with warm water and soap or an alcohol-based hand gel before putting on and after taking off PPE.
 - ✚ Replenish PPE stock as appropriate. Liaise with Glengowla Mines management to ensure any issues with first aid PPE are resolved as quickly as possible.

CPR - WHAT TO DO (Reference: St John's Ambulance)

1



If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2



Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

3



Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.

4



If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**

5



If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.

APPENDIX A : CLEANING PROCEDURE FOR A SUSPECTED COVID-19 CASE

COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19). Fortunately, normal cleaning methods do kill this virus.

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. 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), use 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

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

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.

Cleaning and disinfection

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, following one of the options below:

- 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

or

- if an alternative disinfectant is used, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags.

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.

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.

Waste

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

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.