

# RESOURCE 9: HUMAN RESOURCES

## PARISH CHECKLIST FOR THE MANAGEMENT OF VOLUNTEERS AND STAFF

Task	Assigned To	Date Completed
Read the Government of Ireland <i>Return to Work Safely Protocol</i> and the <i>Return to Public Pastoral Life of the Church</i> document	All	
Remind Staff Members and Volunteers of the three requirements to slow the spread of COVID-19 (Hand Hygiene, Respiratory Etiquette and Physical Distancing) and display corresponding signage	Parish Priest	
Appoint a COVID-19 Parish Support Team	Parish Priest	
Consider your overall COVID-19 parish plan which should cover: 1. Updating your existing Risk Assessment & Safety Statement (these are already required under existing law) 2. Contact Tracing for Staff Members and Volunteers 3. Staff and Volunteer Training 4. Raise awareness of Physical distancing/Respiratory Etiquette/ Hand Hygiene 5. Possible risk exposure points for Staff and Volunteers 6. Controls to minimise risk 7. What to do in the event of a suspected case among staff/volunteers	Support Team	
Appoint Staff/Volunteer Rep(s) to liaise with the Parish Support Team	Parish Priest	
Implement the following forms / logs 1. Return to Work Forms for all Staff and Volunteers (supplied in this resource) 2. Contact Tracing Logs for Staff and Volunteers 3. Training Attendance Logs for Staff and Volunteers 4. Hygiene Logs for all areas		
Provide necessary training for staff members (this virtual training may be offered to parishes by the diocese – check with your diocesan office)	Parish Priest/ Diocese	
Install controls to prevent/reduce the risk of the spread of the virus 1. Install physical barriers where necessary 2. Make face coverings and other PPE available where necessary	Parish Priest	
Where controls necessitate changes to existing practices: 1. Advise Staff and Volunteers accordingly	Parish Priest	
Provide, as is reasonably practicable: ventilation, tissues, hand sanitisers, disinfectants, wipes, PPE; gloves, masks, waste bags	Parish Priest	
Provide additional support to vulnerable staff members and volunteers	Parish Priest or another	
Implement an appropriate cleaning schedule and refuse disposal arrangement for all areas	Co-ordinator of Cleaning Volunteers	

# COVID-19 RETURN TO WORK FORM - STAFF AND VOLUNTEERS

**STRICTLY CONFIDENTIAL**

**Staff Member / Volunteer Name:** \_\_\_\_\_

As an element of the Return to Work Safely Protocol you are required to complete a Return to Work Form in order to help minimise the spread of COVID-19 infection. I would ask you to please complete the form and return to me by email.

- ✓ Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? YES  NO
- ✓ Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? YES  NO
- ✓ Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (ie less than 2 metres for more than 15 minutes accumulative in 1 day)? YES  NO
- ✓ Have you been advised by a doctor to self-isolate at this time? YES  NO
- ✓ Have you been advised by a doctor to stay at home at this time? YES  NO

If the answer to any of the questions above is 'yes', you are strongly advised to follow whatever medical advice you received.

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. For further information on higher risk from Coronavirus see [www.hse.ie](http://www.hse.ie)

\_\_\_\_\_

I understand that it is my responsibility to notify my employer / line-manager / volunteer coordinator should there be any material change to the above information.

Signed: \_\_\_\_\_  
Staff Member / Volunteer Phone Number (Required)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Parish Priest/ Employer

This form should be returned to your employer / volunteer coordinator in advance of your return to work

Your employer is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital interests and maintaining occupational health and will be held securely in line with our retention policy. Strictest Confidentiality is ensured. This form will be filed in accordance with GDPR and retained only for the purposes of enacting our COVID-19 response plan.

# COVID-19 VOLUNTEERS AND STAFF CHECKLIST

## TO BE COMPLETED ALONG WITH THE RETURN TO WORK FORM

This checklist has been developed to help inform Volunteers and Staff about what they need to do to help prevent the spread of COVID-19 in the parish environment. All must work together to protect everyone.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

Control	Yes / No.	Action needed
1. Do you feel well and fit enough to return to Volunteering/Work?		
2. Are you up to date with the latest COVID-19 advice from Government?		
3. Are you aware of the signs and symptoms of COVID-19?		
4. Do you know how the virus is spread?		
5. Do you understand that you should not come to work/volunteer - even with a face mask - if you have any symptoms		
6. Have you completed and returned the Return to Work Form?		
7. Have you been given an induction and made aware of the measures that have been put in place to minimise the risk of exposure to COVID-19?		
8. Do you know who your “worker/workplace representative” is and how and when you should contact him / her?		
9. Do you know what to do in relation to physical distancing, (see <a href="http://www.hse.ie/coronavirus">www.hse.ie/coronavirus</a> )		
10. Do you know what to do in relation to good hand hygiene (see <a href="http://www.hse.ie/coronavirus">www.hse.ie/coronavirus</a> )		
11. Do you know what to do in relation to respiratory etiquette (see <a href="http://www.hse.ie/coronavirus">www.hse.ie/coronavirus</a> )		
12. Do you know what to do if you start to develop symptoms of COVID-19? While at work, including where the isolation area is? (cf Resource 10)		
13. Do you understand the purpose of giving your Parish Priest any necessary information to maintain a COVID-19 contact tracing log?		
14. Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace		
15. Are you aware that you should avoid sharing items such as cups, bottles, cutlery, pens etc.?		
16. Are you aware that any personal items brought with you must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
17. Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace?		
18. Have you considered how you can reduce work-related travel and, where appropriate, conduct meetings online rather than in person?		
19. Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE? (See Resource 5)		
20. Do you know what supports are available if you feel anxious or stressed?		
21. Do you have a plan for returning home, without public transport, if you become unwell while at work in or around the Church?		

If your situation changes after you complete and submit this form, please tell your Parish Priest:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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