

1st Aid Training Services including Healthcare Training Solutions



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TITLE: Infectious Disease Outbreak Coronavirus COVID-19 Contingency plan/arrangements

A coronavirus is a type of virus. As a group, corona viruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Novel coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China

1st Aid Training Services including Healthcare Training Solutions (HCTS) will work in line with advice and updates from The Health Service Executive (HSE) and The Department of Education and Skills

The Welfare and Health of our Learners, staff and visitors are paramount

Procedures

1.1 Symptoms of COVID-19

1.2 How Learners Staff and Visitors can help prevent coronavirus in classroom settings

1.3 What to do if in close contact

1.4 When you may need to be tested

1.5 Risk of catching coronavirus in Ireland

1.6 Treatment of coronavirus

1.7 Contingency Plan if confirmed/suspected case

1.8 Emergency Contact Numbers

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1.1 Symptoms of COVID-19

It can take up to 14 days for symptoms of coronavirus to appear.

The most common symptoms of coronavirus are:

- a cough - this can be any kind of cough, not just dry
- shortness of breath
- breathing difficulties
- fever (high temperature)

1.2 How Learners Staff and Visitors can help prevent coronavirus in classroom settings

1. Learners, Staff and Visitors will be requested to

- Apply standard precautions in Infection Prevention & Control
- Avoid touching your mouth and nose
- Wash your hands properly and regularly
- Cover your mouth and nose with a clean tissue when coughing or sneezing
- If you do not have a tissue cough or sneeze into your elbow
- Correct disposal of used tissues

Information to date suggests that the virus spreads from person to person. There is no clear evidence to date that someone can spread the virus before they develop symptoms.

Current information suggests that the incubation period for COVID-19 may be 2 to 11 days, and up to a maximum of 14 days.

2. Hand Hygiene will be demonstrated by all tutors at the beginning of each class to promote good practice and all learners reminded of the importance of good hand hygiene
3. Learners advised not to touch their mouth or faces through the day
4. Alcohol Gel available in all classrooms

1.3 What to do if in close contact

Anyone with symptoms of coronavirus who has been in close contact with a confirmed case in the last 14 days should:

- isolate themselves from other people - this means going into a different, well-ventilated room alone, with a phone
- phone their GP, or emergency department
- in a medical emergency (if you have severe symptoms) phone 112 or 999

1.4 When you may need to be tested

You will need to be tested for coronavirus if you have symptoms and have in the last 14 days been:

- in close contact with a confirmed case of coronavirus
- to a place where there is spread of coronavirus

Your doctor may also suggest you are tested for coronavirus if you have a severe lung infection.

If your doctor thinks that you need a test for coronavirus, they will tell you where the test will be done. They will also tell you when to expect your results.

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1.5 Risk of catching coronavirus in Ireland

There are confirmed cases of COVID-19 (coronavirus) in Ireland.

The risk of catching coronavirus in Ireland is still low to moderate. This may change. However, most people may continue to go to work, school and other public places, as usual.

Follow the advice on how to protect yourself and others from coronavirus.

1.6 Treatment of coronavirus

There is no specific treatment for coronavirus. But many of the symptoms of the virus can be treated.

Supportive treatments, like oxygen therapy, can be given while your own body fights the virus. Life support can be used in extreme cases.

If you get the virus, your healthcare professional will advise treatment based on your symptoms.

Antibiotics do not work against coronavirus or any viruses. They only work against bacterial infections.

1.7 Contingency Plan if confirmed/suspected case of Coronavirus

1. Staff member and Learner should avoid travelling to any high-risk areas
 - a. China
 - b. Hong Kong
 - c. Singapore
 - d. South Korea
 - e. Iran
 - f. Japan
 - g. the following regions in Italy - Lombardy, Veneto, Emilia-Romagna or Piedmont (this list is subject to change)
2. If a staff member or Learner has returned from any of the high-risk areas and experience any of the symptoms, they must report to their G.P. immediately

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3. If an active Learner(s) is diagnosed with Corona virus they cannot attend class until they are confirmed as Corona virus free
 - a. All other Learners will be requested not to attend class for 14 days and requested to self-isolate
 - Option of class continuing is given to class by setting up Skype group video chat (details as follows)

Group video chat makes it easy for up to 50 people to meet and collaborate all at once. With group screen sharing, you can present PowerPoint slides, video recordings and more to your entire team. Remote co-workers can work more efficiently and long-distance learning is made possible for students all over the world. Assigning projects and discussing due dates are faster and more productive with face-to-face conversations through Skype's group video calling.

<https://www.skype.com/en/features/group-video-chat/>

Classes will be scheduled to occur at their normal weekly time
 - b. Learners will be contacted individually
 - c. If Skype Group chat is not an option for a particular group class will be deferred for 14 days and revised timetable will be issued to all Learners
 - d. Venue will be informed of positive coronavirus
 - e. Identity of affected Learner(s) will be kept confidential from all other Learners and public however as this is a notifiable disease HCTS will have to notify HSE and follow their protocol re care pathway and contact tracing.
 - f. Learners will be reminded to report to GP if they start to experience any symptoms
 - g. Affected Learners not to return to class until they are confirmed as Corona virus free by their GP
 - h. Learners will be advised to keep in regular contact by phone or email if any change to their condition
4. If a Learner attends class to inform their tutor of a positive corona virus test
 - a) Learner will be requested to leave
 - b) Dismiss class
 - c) Inform director
 - d) Inform venue
 - e) Complete incident form and risk assessment
 - f) Identity of affected Learner will be kept confidential from all other Learners and public however as this is a notifiable disease HCTS will have to notify HSE and follow their protocol re care pathway and contact tracing
5. If a Learner has to self-isolate due to contact with a diagnosed case
 - a. They will be advised not to attend class for 14 days
 - b. Learners will requested to report to their GP if they start to experience any symptoms
 - c. Learning support will be given to ensure continuation with their course
 - i. Email any necessary Learning materials
 - ii. Email/phone call communication to deliver required information/instruction or deal with any queries
 - iii. Video conference will be scheduled by their Tutor to allow for educational sessions
 - d. Learners will be advised to keep in regular contact by phone or email if any change to their condition
 - e. If they have attended our class within previous two weeks we will action 1.7(3)

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6. If a Tutor/staff member is diagnosed with Corona virus
 - a. They will be requested not to attend work for 14 days or until they are confirmed as Corona virus free by their GP
 - b. Any Staff/Learners they have had contact with in previous 14 days will be requested not to attend work/class for 14 days and self-isolate. Affected Class(es) will continue as per 1.7 3(a)
 - c. Learners will be contacted individually
 - d. Venue will be informed of positive coronavirus
 - e. Identity of affected Tutor will be kept confidential from all other staff and public however as this is a notifiable disease HCTS will have to notify HSE and follow their protocol re care pathway and contact tracing.
 - f. Other staff/Learners will be reminded to report to GP if they start to experience any symptoms
 - g. Affected Tutor/staff member will not return to class until they are confirmed as Corona virus free by their GP
 - h. Tutor/staff member will be advised to keep in regular contact by phone or email if any change to their condition

7. If a Tutor has to self-isolate due to contact with a diagnosed case
 - a. They will be advised not to attend class for 14 days
 - b. Report to their GP if they start to experience any symptoms
 - c. Advised to keep in regular contact by phone or email if any change to their condition
 - d. If the contact case was a Learner or tutor attended classes in previous two weeks follow 1.7(3)
 - e. All their classes will continue if not 1.6(d) A replacement Tutor will be scheduled until the affected Tutor return to class once they are confirmed as Corona virus free by their GP

1.8 Emergency Contact Details

- Mary Mc Loughlin (HCTS) – email info@hcts.ie
- If you are feeling unwell you are asked to visit the HSE website and phone the HSE helpline for further advice: Call save 1850 24 1850 or Phone 041 6850300
- In the event of a positive Corona Virus test or Contact Procedures activated Director In Charge will notify HSE and follow their protocol re care pathway and contact tracing

1st Aid Training Services including Healthcare Training Solutions will continue to monitor the situation and contact relevant advisory bodies for any support or information required.

Guidance for Ireland is based on guidance from the European Centre for Disease Prevention and Control (ECDC) and the World Health Organization, and has been developed by the National Public Health Outbreak Response Team. An Expert Advisory Group, which includes experts in Public Health Medicine, Infectious Diseases, Infection Prevention and Control and Virology has been established which provides expert scientific advice relating to novel coronavirus, including the review of current guidance.

Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

The Facts

Most at Risk

- Anyone who has been to an affected region in the last 14 days **AND** is experiencing symptoms
- Anyone who has been in close contact with a confirmed or probable case of COVID-19 (Coronavirus) in the last 14 days **AND** is experiencing symptoms

Prevention



Wash

your hands well and often to avoid contamination



Cover

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



Avoid

touching eyes, nose, or mouth with unwashed hands



Clean

and disinfect frequently touched objects and surfaces

Symptoms

> A Cough > Shortness of Breath > Breathing Difficulties > Fever (High Temperature)

Affected Regions

Check the list of affected regions on www.hse.ie

What to do if you are at risk

I've been to an affected region in the last 14 days and

I **HAVE** symptoms

1. Stay away from other people
2. Phone your GP without delay
3. If you do not have a GP
Phone 112 or 999

I **DO NOT HAVE** symptoms

For advice visit www.hse.ie

I've been in close contact with a confirmed or probable case of COVID-19 (Coronavirus) in the last 14 days and

I **HAVE** symptoms

1. Stay away from other people
2. Phone your GP without delay
3. If you do not have a GP
Phone 112 or 999

I **DO NOT HAVE** symptoms

For advice visit www.hse.ie

For Daily Updates Visit

www.gov.ie/health-covid-19
www.hse.ie

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



Riailtas na hÉireann
Government of Ireland