

**Valuation Tribunal**

**Return to Work Safely Response Plan**

**May 2020**



## Contents

Introduction .....	2
Protocol for the Valuation Tribunal Regarding Measures to Prevent the Spread of COVID-19 in the Workplace .....	3
Symptoms of COVID-19.....	3
How COVID-19 Spreads.....	3
Physical Distancing recommendations .....	6
Getting Back to Work – Steps to Reduce Risk of Exposure to COVID-19 in the Valuation Tribunal.....	6
Re-opening the Valuation Tribunal.....	7
Return to Work Procedures (pre-return to work form).....	8
At Risk/Vulnerable Workers .....	9
COVID-19 Key Control Measures .....	9
<i>Office Spaces</i> .....	9
<i>Public Counters</i> .....	10
<i>Office Arrangements</i> .....	10
<i>Meetings</i> .....	11
<i>Canteen and Eating Arrangements</i> .....	11
<i>Toilet Facilities</i> .....	11
<i>Passenger Lift Usage</i> .....	12
<i>Travel to / from Work</i> .....	12
<i>Face Masks</i> .....	12
<i>Disposable Gloves</i> .....	13
Well Being in the Workplace .....	13
Appendix 1 Valuation Tribunal - COVID-19 Suspect Cases at Work.....	15
Appendix 2 - Valuation Tribunal - Confirmed COVID-19 Case at Work .....	17
Appendix 3 - Valuation Tribunal - COVID-19 Employee Return to Work Process – Suspected / Confirmed Case .....	18
Appendix 4 - Valuation Tribunal - COVID-19 Self-Declaration Form (Suspect / Confirmed Case).....	20
Appendix 5 - Valuation Tribunal COVID-19 Pre-Return to Work Form .....	21
Appendix 6 – Latest Updates, Advice & Information.....	22

## **Introduction**

This Valuation Tribunal Return to Work Safely Response Plan is intended to apply during the continuance of any special measures or guidance adopted by the government to deal with the COVID-19 pandemic. The pandemic has impacted severely on every part of our society and our economy, but now because of the progress made, we are beginning to move to the next phase in reducing the spread of the virus, while starting to gradually re-open our economy and our society.

In doing so, we still need to make sure that we adhere to the rules of the new way of working, so that we maintain the gains we have made, and continue to suppress the spread of the virus. Work is a key part of life and most of us want to return to our jobs as soon as possible. But we need to get back to work safely.

This Response Plan is designed to support the Valuation Tribunal staff and members to put measures in place that will prevent the spread of COVID-19 in the workplace, when the Country begins to slowly open up, following the temporary closure of most businesses during the worst phase of the current pandemic.

The Response Plan incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHET). As the advice issued by NPHET continues to evolve, this Response Plan and the measures the Tribunal needs to address may also change. Therefore, it should be noted that the attached details are non-exhaustive and are also subject to change

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in the workplace. It is also essential to achieve success and maximum buy-in.

## **Protocol for the Valuation Tribunal Regarding Measures to Prevent the Spread of COVID-19 in the Workplace**

This non-exhaustive document describes the steps that employers and 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.

Employers and workers should however keep up to date with the latest measures introduced by Government and any advice issued as a result.

### **Symptoms of COVID-19**

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. 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.

For the complete list of symptoms, please refer to the HSE Website.








### **How COVID-19 Spreads**

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. Below gives an overview of the virus and actions around protecting yourself. Please refer to *Appendix 6* for a reference list of public health advice, updates and other relevant information.

How the virus is spread	
	<p>COVID-19 is spread in sneeze or cough droplets. You could get the virus if you:</p> <ul style="list-style-type: none"> <li>• Come into close contact with someone who has the virus and is coughing or sneezing</li> <li>• Touch surfaces that someone who has the virus has coughed and sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)</li> </ul>
Symptoms	
  	<p>The most common symptoms include:</p> <ul style="list-style-type: none"> <li>• Fever (temperature)</li> <li>• Cough – this can be any kind of cough, not just dry</li> <li>• Shortness of breath or breathing difficulties</li> </ul> <p>It can take up to 14 days for symptoms to appear. Any employee displaying symptoms of COVID-19 should not attend the workplace. Persons displaying symptoms must contact their GP, self-isolate and not attend work for 14 days.</p>
Protection against getting COVID-19	
 <p><b>Wash</b> your hands well and often to avoid contamination</p>	<p>Wash hands regularly and avoid touching your face with hands. Hand gels with at least 60% alcohol content can be used if soap and water and not available.</p> <p>See HSE for posters &amp; videos on correct hand washing techniques  <a href="https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html">https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html</a></p>
Cough Etiquette / Respiratory Hygiene	
 <p><b>Cover</b> your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue</p>	<p>One of the best ways to prevent person to person spread COVID-19 is to use proper hand hygiene and respiratory etiquette</p> <ul style="list-style-type: none"> <li>✓ Wash your hands properly and often.</li> <li>✓ Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.</li> <li>✓ Put used tissues into a bin and wash your hands.</li> <li>✓ Clean and disinfect frequently touched objects and surfaces.</li> </ul> <p><b>Don't</b></p> <ul style="list-style-type: none"> <li>✗ Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>✗ Do not share objects that touch your mouth – for example, bottles, cups.</li> </ul>
Cleaning	
 <p><b>Clean</b> and disinfect frequently touched objects and surfaces</p>	<p>Enhanced cleaning regimes should be implemented ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.</p>

## **Physical Distancing recommendations**

Physical distancing (also known as social distancing) aims, through a variety of means, to decrease or interrupt the spread of COVID-19. It does this by minimising contact between potentially infected individuals and healthy individuals.

The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

The recommendations for physical distancing are to:

- keep 2 metres of space between you and other people,
- implement a no hand shaking policy,
- avoid any crowded places,
- office space must be organised in such a way that physical distances are maintained,
- Where possible, organise employees into teams /crews who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done,
- organise breaks in such a way as to facilitate maintenance of physical distancing,
- conduct meetings as much as possible using online remote means. Where face to face meetings are necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times,
- reorganise and rearrange working and break areas. For example, placing tables and chairs far enough apart in canteens,
- provide one-way systems for access/egress routes in the workplace where practicable

## **Getting Back to Work – Steps to Reduce Risk of Exposure to COVID-19 in the Valuation Tribunal**

The decision to re-open the Valuation Tribunal Office will be in done in compliance with the Government and public health advice. In this regard, the following primary actions have been or are being put in place to protect Tribunal staff, Tribunal members and visitors to our offices:

- All scheduled oral hearings will remain postponed until further notice and no new oral hearings will be scheduled for the foreseeable future.

- The Tribunal is examining the possibility of holding remote hearings and is in the process of drafting protocols to support the possibility of allowing such hearings take place.
- All Tribunal staff have remote access to our network and can work remotely in tandem with a staggered staffing complement attending the office on a day on day off basis.

## **Re-opening the Valuation Tribunal**

In these exceptional circumstances and given the ongoing risk posed by COVID-19, it is necessary to put in place specific measures to protect staff and the public. Paramount in these suite of measures is the prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the staff member, their colleagues, customers or others at the workplace.

1. To this end, the Tribunal will develop and maintain a log of staff contact details to facilitate contact tracing. The purpose of the log is to allow all staff be contacted as soon as possible in the event that a colleague displays symptoms of or is diagnosed with COVID-19. The log will;

- contain the email address and contact telephone number for each staff member, and
- will be retained by the Registrar on a password protected Excel spreadsheet.

2. The Tribunal is displaying all relevant information on signs and symptoms of COVID-19 in the common areas of our Office in Holbrook House, Holles Street, Dublin 2 and provides up to date information to all staff on the public health advice issued by the HSE and Gov.ie.

3. The Tribunal has provided instruction for staff to follow if they develop signs and symptoms of COVID-19 during work.

### ***It is incumbent on Tribunal staff that they:***

- make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing,
- self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms,



- report to a colleague or line manager immediately if any symptoms develop during time spent in the office.
- follow the public health advice and guidance, as well as any specific direction from the Registrar of the Valuation Tribunal.
- adopt good hygiene practices, such as frequent hand washing, respiratory etiquette and physical distancing to protect themselves and their work colleagues against infection and should seek professional healthcare advice if unwell.
- avoid making contact with their face and in particular their eyes, nose and mouth.
- Where necessary, workers should wash their hands immediately before touching their face.
- As noted above, the key to effective implementation of the infection prevention and control measures as well as occupational health and safety measures in the workplace is having a strong communication and shared collaborative approach between employees.

The following procedures have been put in place and are available at the appendices to this plan:

- *Appendix 1* for Valuation Tribunal Procedure on Dealing with COVID-19 Suspect Cases at Work.
- *Appendix 2* for Valuation Tribunal Procedure for COVID-19 Confirmed Case at Work
- *Appendix 3* for Valuation Tribunal COVID-19 Employee Return to Work Process – Suspected / Confirmed Case
- *Appendix 4* for Valuation Tribunal COVID-19 Self-Declaration Form (Suspect / Confirmed Case)

### **Return to Work Procedures (pre-return to work form)**

In line with Government guidance, the Tribunal has developed a pre-return to work form. This form is required for employees who have been remote working and any new staff being recruited. This form seeks confirmation that Tribunal staff, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test.

The Valuation Tribunal Pre-Return to Work Form is attached at *Appendix 5*.

#### ***Tribunal staff should:***

1. complete and return the pre-return to work form when requested to do so.

2. inform their line manager / HR if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
3. self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
4. stay out of work until all symptoms have cleared following self-isolation.
5. follow the public health advice and guidance (such as frequent hand washing, respiratory etiquette and physical distancing) as well as any specific measures in place to help prevent the spread of COVID-19 in the workplace.
6. If an employee answers Yes to any of the questions, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work:

### **At Risk/Vulnerable Workers**

All staff, including any at risk/vulnerable staff members have been provided with ICT facilities to work from home where possible. In the unlikely event that such workers must be in the office, the Tribunal will ensure that they are supported to maintain a physical distance of 2 metres.

### **COVID-19 Key Control Measures**

#### ***Office Spaces***

- Hand sanitizers have been made available at locations throughout the office.
- The Tribunal has a number of relevant posters and HSE Covid19 safety notices displayed in the office and common areas. Further information and safety notices are available at :

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

## ***Public Counters***

The Tribunal will introduce the following for its public counter when reopened to the public:

- We will manage physical interaction with the public as much as is reasonably practicable through revised working arrangements, for example advising the public to do business online, by phone or by appointment.
- Tribunal employees will avoid spending more than 15 minutes within 2 metres of members of the public.
- Consideration will be given to installing a Perspex screen at the public counter, for the duration of the pandemic, to minimise contact between employees and the public.
- Display the advice on the COVID-19 measures in visible locations.

## ***Office Arrangements***

The Tribunal has undertaken the following:

- Determined the number of employees allowed in each work location ensuring a 2m distance can be achieved.
- Managed office layout as required to ensure individuals are seated 2m apart e.g. in our 4-pod stations, only 2 diagonally are occupied at any one time.
- In situations where a 2-metre separation cannot be achieved, staff will be assigned to other rooms within the office to work separately.
- Provide cleaning materials for employees to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).
- Restricted the number of non-essential visitors attending offices.
- Minimise the handling of paper documents where possible.

## ***Meetings***

- All oral appeals have been postponed until further notice. It is expected that any appeals undertaken for the next few months will be heard using online remote means.
- When oral hearings resume the Tribunal will:
  - Ensure the 2m distance is adhered to.
  - Keep the room well ventilated.
  - Limit the attendance numbers.
  - Keep the appeal hearing time as brief as possible.
  - No hand shaking or close contact with other individuals.
  - Welfare facilities / Hand sanitiser / wipes to be made available in the hearing rooms.

## ***Canteen and Eating Arrangements***

- No more than two employees should use the kitchen any one time.
- The seating has been arrangement to comply with the 2m distancing.
- Employees are advised to wash their hands before eating.
- Hand cleaning facilities or hand sanitiser are available in the kitchen.
- COVID-19 information posters are prominently displayed.
- All rubbish to be disposed in a suitable bin provided.
- Tables should be cleared by employees when finished eating.
- Employees should not share objects that touch their mouth, for example, bottles or cups.

## ***Toilet Facilities***

- Employees must adhere to physical distancing when using toilet facilities
- The Tribunal has provided clear pictorial guides for washing hands (See HSE Posters advice <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/> )

### ***Passenger Lift Usage***

- Employees are encouraged not to use lifts if possible and to use the stairs instead.
- If using passenger lift, ensure physical distancing can be maintained.

### ***Travel to / from Work***

- Where an employee exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work.
- There are sufficient car parking and bicycle spaces to allow employees consider those modes of transport as alternative travel arrangements may be made by employees during this time.
- If availing of public transport, sit 2m apart from others and minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
- Practice personal protective measures by avoiding touching eyes, nose or mouth and cleaning your hands often.

### ***Face Masks***

Current advice from the HSE is that there is no evidence that using a facemask is of any benefit to people who are not sick. Facemasks are only recommended to be worn by symptomatic individuals to reduce the risk of transmitting the infection to other people.

As a result, facemasks are not recommended for people working with the general public who are feeling well and do not have respiratory symptoms associated with Covid-19 (for example, cough, fever, shortness of breath).

However, in the context of COVID-19, facemasks are available to the staff of the Valuation Tribunal (and for any visitors to the office).

If masks are worn they should be clean and they should not be shared or handled by other colleagues.

Public Health advice in relation to the wearing of masks will continue to be monitored.

### ***Disposable Gloves***

Disposable gloves are generally not required for infection prevention and control purposes. Wearing disposable gloves can give a false sense of security. Individuals may:

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

### **Well Being in the Workplace**

Infectious disease outbreaks like coronavirus (COVID-19), can be worrying and can affect your mental health. Employees should be reminded of the Employee Assistance Programmes or Occupational Health Service available.

There are also many online resources available which can be accessed at the links below:

<https://www2.hse.ie/wellbeing/mental-health/minding-your-mental-health-during-the-coronavirus-outbreak.html>

<https://www.gov.ie/en/campaigns/together/?referrer=/together/>

A number of service providers offer online and phone mental health supports and services, see link:

<https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/news/supports-and-services-during-covid-19.html>

The Government's "In This Together Campaign" also provides information on minding one's mental health as well as tips on staying active and connected and may be useful for use by employers and workers: <https://www.gov.ie/en/campaigns/together/?referrer=/together/>

## **Appendices**

*Appendix 1* Valuation Tribunal COVID-19 Suspect Case at Work

*Appendix 2* Valuation Tribunal COVID-19 Confirmed Case at Work

*Appendix 3* Valuation Tribunal COVID-19 Employee Return to Work Process – Suspected/Confirmed Case

*Appendix 4* Valuation Tribunal COVID -19 Sample Self Declaration Form (Suspected / Confirmed Case

*Appendix 5* Valuation Tribunal COVID-19 Sample Pre- Return to Work Form

*Appendix 6* Latest Updates, Advice and Information

## Appendix 1 Valuation Tribunal - COVID-19 Suspect Cases at Work

### What to do if an employee or a member of staff public becomes unwell and believe they have been exposed to COVID-19

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the employee involved and their colleagues.

While an employee should not attend work if displaying any symptoms of COVID-19, the following steps outline the steps to deal with a suspected case that may arise during the course of work. The Tribunal will:

- Identify a designated isolation area in advance. This designated area and the route to the designated area should be accessible and as far as is reasonable and practicable should be accessible by people with disabilities.
- Take into account the possibility of one or more persons displaying the signs of COVID-19 and have additional areas available or another contingency plan for dealing with same.
- Ensure the designated area has the ability to isolate the person behind a closed door.
- Provide as is reasonably practicable:
  - Ventilation i.e. via a window
  - Tissues, hand sanitiser, disinfectant and or wipes
  - PPE; gloves and mask
  - Clinical waste bags.

If an employee displays symptoms of COVID-19 during work, the senior Tribunal staff member present will:

- Isolate the employee and accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.



- Provide a mask for the person presenting with symptoms if one is available.
- The employee should wear the mask if in a common area with other people or while exiting the premises.
- Assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
- If employee is not using own transport or not fit to travel alone, arrange transport home. Public transport of any kind should not be used.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor.
- The employee should avoid touching people, surfaces and objects.
- Advice will be given to the person presenting with symptoms 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.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate cleaning of the isolation area and work areas involved.
- Provide advice and assistance if contacted by the HSE.

**Having regard to the above:**

- the primary designated isolation area is consultation room one
- the secondary designated isolation area is the Tribunal's smaller hearing room

### Appendix 2 - Valuation Tribunal - Confirmed COVID-19 Case at Work

- The HSE will make contact with the workplace to discuss the case, identify people who have been in contact with the employee and advise on any actions or precautions that should be taken.
- If a confirmed case is identified in the workplace, the HSE will provide the relevant employee with advice. Relevant employee includes: any employee in close face-to-face or touching contact for any length of time while the employee was symptomatic or anyone who has cleaned up any bodily fluids. Any employee living in the same household as a confirmed case.
- Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others: those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet. They will be actively followed up by the HSE.
- If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment
- If they become unwell with cough and/or fever they will be tested for COVID-19 if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
- Employees who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

**Note:** Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

*Ref: HSE-Covid 19; Guidance for the business and retail sector (v 1.118.03.20)*

### **Appendix 3 - Valuation Tribunal - COVID-19 Employee Return to Work Process – Suspected / Confirmed Case**

In the event of an employee either being a suspected/ confirmed case of COVID-19 or a known “close contact” with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration. These arrangements may not preclude employees from returning to work at home at an earlier stage if this is feasible, depending on the situation of each case.

Fitness for Work should be considered from two perspectives:

- Does their illness pose a risk to the individual themselves in performing their work duties?
- Does their illness pose a risk to other individuals in the workplace?

The following steps should be followed, in line with current public health advice:

- Any Tribunal employee who displays symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP by phone.
- They must also notify their line manager / the Registrar. An employee will be classified as either a suspected or confirmed case, based on HSE decision to test/outcome of test.
- An individual who is a known close contact with a confirmed or suspected case will be contacted by the HSE through its contact tracing process. Advice regarding self-isolation for a period of 14 days since their last “close contact” with a confirmed/suspected case must be followed.
- An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.

- When an individual is symptom-free and are deemed fit to return to work, the key criteria are:
  - 14 days since their last “close contact” with a confirmed/suspected case and have not developed symptoms in that time, or
  - 14 days since the onset of their symptoms and 5 days since their last fever (high temperature) which may run concurrently. They have been advised by a GP/healthcare provider to return to work.

*Please note that the 14 days is from onset of symptoms and not the date of receiving a positive COVID-19 test result. The Civil Service CMO advises that an employee may have a low-grade cough following COVID-19 infection that is due to lung hypersensitivity. This may persist for several weeks. It is acceptable for an employee to resume in the workplace with this symptom.*

- The line manager/ Registrar should confirm the relevant criteria above with the individual and write down their responses.
- Employees must self-declare their fitness for work in the absence of having a fitness for work certificate from their GP/healthcare provider. This is reflecting that some GP's may currently not have capacity to be issuing return to work certificates.
- Self-declarations and any accompanying certification will be forwarded to Valuation Office HR and retained on the employees personnel file and may be subject to audit.

*A sample form is included at Appendix 4.*

**Appendix 4 - Valuation Tribunal - COVID-19 Self-Declaration Form (Suspect / Confirmed Case)**

In the interests of the safety of all employees, their families and the community, the Valuation Tribunal requires employees to confirm the following before returning to work.

Question	Yes	No
1. It has been 14 days since my last close contact with a confirmed/suspected COVID-19 case and I have not developed symptoms in that time.		
2. It has been 14 days since the onset of my symptoms of COVID-19 and 5 days since my last fever and I am now symptom free for more than 5 days.		
3. I have been advised by my GP/healthcare provider to return to work.		
4. It has been 14 days since I returned from another country and I have not developed symptoms in that time.		

Date of fitness to return to work:	
------------------------------------	--

I confirm that I have responded to the questions above truthfully based on my current condition.

I also commit to advising the Registrar or Deputy Registrar of the Valuation Tribunal if this situation changes and I will exclude myself from my work location and seek GP advice while I self-isolate at home.

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

Employee Number: \_\_\_\_\_

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

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

Employer: \_\_\_\_\_

**Appendix 5 - Valuation Tribunal COVID-19 Pre-Return to Work Form**

Question	Yes	No
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?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time?		
Have you been advised by a doctor to cocoon at this time?		

I confirm that I have responded to the questions above truthfully based on my current condition.

I also commit to advising the Registrar or Deputy Registrar of the Valuation Tribunal if this situation changes and I will exclude myself from my work location and seek GP advice while I self-isolate at home.

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


Employee Number: \_\_\_\_\_

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

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

Employer: \_\_\_\_\_

## Appendix 6 – Latest Updates, Advice &amp; Information

	
<p><b>Return to Work Safely Protocol COVID19 Specific National Protocol for Employers and Workers</b>  <a href="https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html">https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html</a></p>	
<p><b>COVID-19 Latest Updates</b>  <a href="https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/">https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/</a></p>	
<p><b>At-risk groups and Covid-19</b>  <a href="https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html">https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html</a></p>	
<p><b>General Information about Covid-19</b>  <a href="https://www2.hse.ie/conditions/coronavirus/coronavirus.html">https://www2.hse.ie/conditions/coronavirus/coronavirus.html</a></p>	
<p><b>Advice to protect yourself and others from Covid-19</b>  <a href="https://www2.hse.ie/conditions/coronavirus/protect-yourself.html">https://www2.hse.ie/conditions/coronavirus/protect-yourself.html</a></p>	
<p><b>HSE Coronavirus (COVID-19) posters and resources</b>  <a href="https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/">https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/</a></p>	
<p><b>Health &amp; Safety Authority Advice on Working from Home on a Temporary Basis</b>  <a href="https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19_.html">https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19_.html</a></p>	
<p><b>Health &amp; Safety Authority Advice on COVID-19</b>  <a href="https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html">https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html</a></p>	
<p><b>Health Protection Surveillance Centre FAQ's</b>  <a href="https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/">https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/</a></p>	
<p><b>Data Protection Commission Guidance on Protecting Personal Data</b>  <a href="https://www.dataprotection.ie/en/protecting-personal-data-when-working-remotely-0">https://www.dataprotection.ie/en/protecting-personal-data-when-working-remotely-0</a></p>	

