

# SAFETY ALERT 13<sup>th</sup> MARCH 2020

## HSE CORONAVIRUS UPDATE

TO ALL STAFF & PORT USERS

Following today's update of Coronavirus and alert from Containment to Delay phase the following points should be taken on board by all staff. This is addition to previous notice dated 26/02/20.

Shannon Foynes Port Company is deemed by Government as an essential service provider required to facilitate the ongoing operation of the national supply chain.

### **Social distancing:**

- Workers must try to maintain a two metre separation, avoid working in groups or close together particularly in confined spaces
- Internal meetings should be reduced to a minimum number and where possible should be facilitated through remote log in, telephone etc.
- External meetings must be facilitated through remote log in, telephone etc.
- Visitors entering port offices must be authorised prior to arrival
- Port users/tenants must inform Marine Operations and seek approval prior to any visitor/s entering port property
- Temporary shift patterns will be applied which should reduce the risk of contact infection.
- Staggering canteen breaks
- Bearing in mind that the Company is deemed an essential service private, remote working is deemed neither practicable nor appropriate for most employees. In the limited circumstance where remote working could be considered, the relevant Line Manager may decide on a case by case basis whether or not remote working is feasible
- HGV drivers will not be permitted to leave their cabs unless the required social distance is in place to protect other workers. Agents and other port users will be consulted on this and will have equal responsibility to implement and manage accordingly.
- Other or random port visitors to include taxi drivers, courier drivers etc. will also be instructed not to leave their vehicles unless the required social distancing is in place to protect other workers. This will firstly be achieved through the security entry but again agents and port users/tenants will have equal responsibility to implement and manage accordingly.

### **Hygiene:**

- Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based hand sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.
- High touch surfaces include counters, table tops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Use a household cleaning spray or wipe, according to the label instructions. This must be completed by all staff using Port facilities on entry and exit.
- Avoid sharing dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be placed in a dishwasher or washed thoroughly with soap and water.
- Posters will be displayed to promote good hygiene practices in all common areas including canteens, toilets, drying rooms, Shannon 1, pilot station. Posters should include advice on coughing and sneezing and proper hand washing
- Common computer TMS clocks, keyboards, printers, franking machines etc. to be cleaned daily and/or on a more frequent basis depending on use. Employees may use a household cleaning spray or wipes to clean surfaces.
- Common work areas should be well ventilated.