

Distribution

31/03/2020

**DEFENCE FORCES HEALTH AND SAFETY OFFICE**  
**COVID-19 GUIDANCE ON THE MAINTENANCE OF SAFE DF WORKSTATIONS**  
**AND MEETING ROOMS**

**References**

- A. D Ops, COVID-19 RESPONSE: DEFENCE FORCES OPERATIONAL CLEANING PROTOCOL, dated 20MAR2020
  - B. ACOS, COVID-19 RESPONSE: DEFENCE FORCES GUIDANCE FOR THE USE OF PPE dated 27MAR2020.
1. In compliance where relevant to Ref A and B, continue to follow routine HSE COVID-19 prevention guidelines; social and individual distancing, cough and sneeze etiquette, hand washing and restricting face touching. The following guidance document is designed to enable workspace managers maintain safe workspaces as far as is reasonably practicable.
  2. Ensure adherence to the following control measures for workspaces;
    - a. Strict control of access to workspaces. Where possible restrict to essential staff only. In all cases ensure the proximity distance of 2 metres is adhered to.
    - b. Personnel should wash their hands as per HSE Guidelines prior to and after using workstations.
    - c. Appropriate hand sanitiser WILL be available at the entrances to all shared workspaces.
    - d. Personnel WILL sanitise all surfaces of individual workstations before and after use with an appropriate sanitising agent. Noted in Ref A.
    - e. Assume all workstations are contaminated on occupation and sanitise appropriately with particular attention to keyboards and phones. Adherence to the same will be maintained for shared workspace utilities such as printers, TV remotes, white boards etc.
    - f. Individual workstations will be appropriately spaced at a minimum of 2.5 metres in all directions. Where possible partition the same.
    - g. Appropriately ventilate workspaces using windows and doors.
    - h. Workspace managers will ensure that all miscellaneous surfaces that may have primary contact such as door handles, exit bars, sign-in tables are all sanitised appropriately. Workspace managers WILL ensure sufficient supplies and reserves of cleaning materials, hand sanitiser, refuse collection particulars and other materials as necessary in location.
    - i. Ensure adequate signage for information and control of the above mitigation measures is displayed.





3. Meeting, duty and conference rooms including ad-hoc locations e.g. Messes, will be treated in the same manner as workspaces. Social and individual distancing does NOT change.
4. Should any individual experience any symptoms of COVID-19 whilst working immediately move outdoors, inform your direct or nearest reporting authority who will advise accordingly and initiate further action as required.
5. Formation Safety Cells ICCW Unit Commanders, USO's (Unit Safety Officers) and workplace managers are advised **where it is safe to do so** ensure safe inspection of shared workspaces for compliance. If in doubt contact your respective Formation Safety Office.

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