

OPERATIONAL CONTINGENCY PLANNING – COVID 19

TIVOLI

18th March 2020

Dear ALL

As you are aware, we must all take measures to avoid the spread of COVID-19. Ports are considered critical national gateways and must be kept operating to provide essential goods and products for the country.

We need to alter our behaviour and our work structures in order to keep everyone safe and continue operations. Some changes will be minor, some will be disruptive for a period of time.

YOUR OWN ACTIONS

Restricted Movements:

Restricted movements means avoiding contact with other people as much as possible in the work place or at home. You can still go outside for walks, runs or cycles on your own. But you should not spend time in close contact with other people.

Hygiene:

Hand washing

Coughing into a tissue or sleeve

Maintain 2metre distance from others (**Canteens, Shops, Workplaces**)

Clean work surfaces.

SEE YELLOW HSE POSTERS ON DISPLAY

COMPANY WIDE ACTION - OPERATIONS

We are planning for a Phased approach to support continued Port Operations. We do not yet know when each phase will be implemented or the severity of the actions, below is an outline. We do need your support to safeguard our business and livelihoods.

PHASE 1	Communication, Awareness, Education and Hygiene. This has now passed
PHASE 2 TODAY	Communication, Awareness, Education and Hygiene. Social distancing, Segregation of Shifts, Restrictions in Public areas (Canteens) and minor changes in work structures. No group gatherings or large meetings & remote working where possible.
PHASE 3	Social distancing, Segregation of Shifts, Hygiene & Protection. Closure of Public areas. Major changes in work practices, workforce divided to allow greatest possible separation.
PHASE 4	Social distancing, Segregation of Shifts, Hygiene & Protection. Closure of Public areas. Major changes in work practices, drawing on all available skills from different areas to make working teams. Unpredictable work patterns. Reducing service levels to match operational capability.

PHASE 2

- The use of the canteen is to be minimised no more than two users at a time.
- The TRAINING ROOM in the Tivoli building will be used as a temporary decontaminated space if anyone shows symptoms of Covid-19. *See the note below.
- The toilets in canteen will be deep cleaned
- The sanitation area is now moved to hallway between canteen and workshop.
- A supply of disposable gloves are available at the sanitation area (there is a nationwide shortage but there is more on order).
- **Please note: Gloves do not protect you from Covid-19 spread you must still observe the hand hygiene measures – in particular do not touch your face, mouth, nose, or eyes with gloved hands.**
- The existing shift system will remain as is and will be reviewed on Thursday 26th or as required by events.
- On a trial basis from Friday 20th March 2020 the manager will apply a “no ship no show” to both crane teams.

- The no show crane team(s) need to remain available. If resources are required in the Terminal at short notice these teams must turn in as per the current order as this is our back up.
- Strads are to be detailed to an individual as much as possible. Where we can't provide the same machine we will try to make sure it's the same machine for a 12 hour shift. Please see **Machine Options list** attached.
- We will minimise the number of Crane driver changeovers per shift and this means that each Crane Driver will drive for ??
- Crane & gate operations will continue as normal to 19.00.
- If there is **a night operation** the manager will cease both crane & gate operations early to allow for a gap in working.
- The night operation will start as is at 19.00.

It is expected that the situation will get worse and we plan to review as we move to PHASE 3..

Cathal Dooley - Terminal Manager

***Feeling unwell at Work?**

If someone becomes unwell in the workplace with recent onset of fever or chills and/or symptoms of respiratory tract infection, which includes cough, the unwell person should be removed to an area which is at least 2 metres away from other people.

If possible find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation. The individual who is unwell should call their doctor and explain outline their current symptoms.

Whilst they wait for advice, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.

If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.