

Ard Rí House Hotel

Covid-19 Business Organisation Response Plan

As we navigate our business through the Covid-19 outbreak, we have made many changes to our business practices to ensure a safe workplace for all employees. We understand that this is a very challenging and uncertain time for everyone. In order to alleviate any anxiety or uncertainty that any employee may be feeling, we have devised the following contingency plan to reassure you that we are taking the appropriate measures to safeguard your health and prevent the spread of Covid-19 in our workplace.

Covid-19 Policy Statement

Ard Rí House Hotel is committed to providing a safe and healthy workplace for all our employees and customers. To ensure that, we have developed the following Covid-19 Business Response Plan. All Managers, Supervisors and Employees are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our Covid-19 response and amend this plan in consultation with our employees
- provide up to date information to our employees on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of Covid-19 and correct hand-washing techniques
- provide an adequate number of trained Worker Representative(s) who are easily identifiable and put in place a reporting system
- inform all employees of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a log of contacts for group work to help with contact tracing
- have all employees attend an induction and familiarisation briefing upon returning to work
- implement a procedure to be followed in the event of someone showing symptoms of Covid-19 while at work or in the workplace
- provide instructions for employees to follow if they develop signs and symptoms of Covid-19 during work
- intensify cleaning in line with Government advice

Jean Browne

General Manager