

 <b>COMHLACHT CHALAFORT ÁTHA CLIATH DUBLIN PORT COMPANY</b>	<b>COVID 19 Visitor and Contractor Protocol and Declaration</b>	<b>F-DPC-H&amp;S-002</b>	<b>Issue No. 01 Rev. 5</b>
		<b>Issue date: 02/02/2022</b>	<b>Page 1 of 3</b>

## **COVID 19 Visitor and Contractor Protocol and Declaration**

Dublin Port Company (DPC) is following public health advice from the HSE in relation to the outbreak of the coronavirus (COVID-19) in Ireland.

The health and safety of our employees, visitors and contractors remain a top priority for the company. Therefore, in line with the latest guidelines issued by the HSE and existing Health and Safety protocols, we have revised and updated our procedures in relation to visitors to DPC buildings. This protocol will remain in place until further notice. Thank you for your understanding and cooperation.

### **Our Visitor and Contractor Protocol**

This document is intended to consolidate practical guidance that is available at time of writing on how to manage the number of visitors and contractors Working and moving in and outside DPC buildings and across the DPC estate. Our objective is to ensure the business continues to run while keeping our employees, visitors, contractors and clients safe.

The key Principles of our Visitor Protocol are:

- Where the visitor(s) / third party is attending the building, it is a requirement that the attending company have submitted a Risk Assessment which includes the controls for COVID 19 for staff who will be working in and around the Port estate and that it is forwarded to the function head or manager prior to the visit.
- On the day of the meeting in DPC port centre or the harbour office, the visitor will be required to interface with an electronic visitor system that will be in place. A visitor will be required to type in their details on a dedicated screen and the person expecting them will receive a text or email advising them that their visitor has arrived. This visitor must then be met and accompanied. Sanitising equipment will be visible and available for use by all visitors before passing through to the building.
- All visitors delivering items to Port Centre must report to Reception on the ground floor. Employees or tenants must not bring visitors into the Port Centre building via a door on the lower ground floor or to the canteen on the ground floor. Neither should visitors be buzzed in through the doors on the lower ground floor.  
In buildings where a reception desk does not exist and a delivery is expected, the employee should arrange to accept the delivery at the front door. Couriers must not be allowed unaccompanied access to any DPC buildings.
- Meeting rooms should be booked in advance to avoid any risks to employees or Visitors. Hosts should:
  - ensure a meeting room can safely accommodate the attendees;
  - make sure meeting rooms are cleaned between meetings;
  - record attendees.
- A new information screen has been installed at reception in Port Centre, Maintenance & Services and Port Operations buildings reminding visitors and staff alike of the need to hand wash and clean surfaces regularly. Shaking of hands and sharing of cups is not permitted.

	<b>COVID 19 Visitor and Contractor Protocol and Declaration</b>	<b>F-DPC-H&amp;S-002</b>	<b>Issue No. 01 Rev. 5</b>
		<b>Issue date: 02/02/2022</b>	<b>Page 2 of 3</b>

- Issues that arise regarding the efficacy of this Visitor Protocol should be communicated immediately to a member of the COVID 19 Planning and Preparedness Working Group.
- Visitors and Third Parties when on site must adhere to DPC processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette and general safety rules.
- This document and protocol and declaration is available on the DPC website.
- The host is to forward completed hard copies to the EHS department for the attention of EHS Administrator to ensure they are securely disposed. Soft copies are to be deleted.
- Data Controller: Dublin Port Company's data controller can be contacted via phone on +353 1 887 6000 or alternatively via email on: [dataprotection@dublinport.ie](mailto:dataprotection@dublinport.ie). The collection of the data above is for Health/Safety and Security purposes. The data collected is held for max 30 days. The data subject has the right to request from the controller access to and rectification or erasure of personal data.

Regards,

DPC COVID 19 Planning and Preparedness Group

**Essential Visitor/ Third Party / Contractor Declaration**

In the interest of the safety, health and wellbeing of all DPC employees, contractors, and the community, your cooperation and support are appreciated in completing the following self-declaration form. If you indicate to us, you have symptoms of COVID-19 OR you have been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days OR you have been advised by the HSE to self-isolate / restrict your movements you should not be present in DPC. Where this is the case, you are prohibited from entering the Dublin Port buildings. This form must be completed and submitted the day before or on the day of the visit to DPC buildings.

<b>Name:</b>	
<b>Company:</b>	
<b>Visiting:</b>	
<b>Mobile:</b>	
<b>Date:</b>	
<b>Expected duration on site:</b>	

**Visitor Declaration Form**

<b>Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, flu like symptoms or loss or change to your sense of smell or taste now or in the past 14 days?</b>	<b>Yes</b>	<b>No</b>
<b>Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?</b>	<b>Yes</b>	<b>No</b>
<b>Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the last 14 days?</b>	<b>Yes</b>	<b>No</b>
<b>Have you been advised by the HSE to self-isolate / restrict your movements at this time?</b>	<b>Yes</b>	<b>No</b>
<b>I confirm that all information given by me is true and accurate and I will abide by DPC safety rules at all times whilst on the premises.</b>	<b>Yes</b>	
Data Controller: Dublin Port Company Phone Number +353-1-8876000 Data Protection Officer: <a href="mailto:dataprotection@dublinport.ie">dataprotection@dublinport.ie</a> The collection of the data above is for Health/Safety and Security purposes. The data declared on this form is related to Health and Safety as well as security purposes and is retained for a maximum of twenty one days after which this form is securely destroyed. The data subject has the right to request from the controller access to and rectification or erasure of personal data.		

<b>Signature Visitor:</b>	<b>Date:</b>
---------------------------	--------------