

Ref: CMT-AD-76-2020

Date: 11.08.20

Version: 1.1

Updated: 14/09/2020

COVID-19 Case Specific Pre-Contact Checklist (home/ office visits/ family contact)

Purpose: This safety checklist provides guidance to staff when planning contact visits with service users and to limit the risk of staff and service users coming into contact with persons who are infected with COVID-19. Service-users who visit Tusla premises will complete the sign in and sign out book as per normal practice.

NB: This form should not be used for Guardians Ad Litem (GaL), psychologists, maintenance contractors etc. A separate Visitor/Contractor questionnaire form must be used for these categories of visitor to Tusla premises and is available on the Tusla Hub, [click here](#) for details.

NB: In the event of Government restrictions being re-imposed nationally or regionally, staff should revert to the Family Contact guidance and risk assessment (CMT-AD-003-2020 & CMT-AD-003a-2020) & Home Visit Guidance (CMT-AD-005-2020), which remain active where temporary government restrictions are put in place in particular geographical locations, to stop the transmission of COVID-19.

On completion of this checklist, the employee arranging the meeting should retain the hardcopy in a secure location for 90 days. The form should be accessible by their line manager /COVID-19 office lead or Tusla Occupational Health Department, if required, for contact tracing purposes.

Tusla continues to work closely with its HSE colleagues to help stop the spread of COVID-19. In order to control and prevent the spread of COVID-19, it is imperative that the guidelines are adhered to. To ensure the safety, health and wellbeing of everyone concerned in fulfilling Tusla's statutory roles, adherence to the following is essential where Tusla staff have direct contact with Children and Families.

Complementary Guidance

- COVID-19 Personal Protective Equipment (PPE) Guidance Note- Hosting Service Users (CMT-AD-73-2020)
- COVID-19 Workplace Risk Assessment (CMT-AD-65-2020) which has been completed for each operational area.
- Tusla Visitor Contractor COVID-19 Questionnaire (for other professional/contractors visiting offices for meetings)

Family Name/Service User Name: _____

Contact telephone number(s): _____

Purpose of the contact? a) Home visit b) Office visit c) Family contact visit

Is the home / office visit / family contact in line with the Tusla Roadmap Click [here](#)?
Yes / No

Can this home visit/ office visit/family contact be conducted remotely? Yes / No

In advance of direct contact with children and families, parents / guardians* will be contacted and asked the following questions

1. Have you or any another household member visited any of the countries outside Ireland excluding Northern Ireland in the last 14 days? Yes / No

Name of Country _____ (Check most recent Public Health advice)

2. Are you or any another household member experiencing any difficulty in breathing or are experiencing shortness of breath? Yes / No

3. Are you or any other household members experiencing any flu / fever / temperature symptoms? Yes / No

* to be completed per household where access / office visit involves multiple households / families

If the answer to any of the above questions is yes, do not proceed with direct contact and consult with line manager as soon as possible.

Decision to proceed with direct contact? Yes / No

During direct contact with the child and family, the following public health guidance must be observed

If the social distancing requirement cannot be met, staff must wear PPE in compliance with the [Tusla COVID-19 PPE Guidance document](#) available on the Tusla website at the COVID-19 webpage.

If a service user or other member(s) of the household engage(s) in non-cooperative behaviour or does not respect social distancing and other precautions to safeguard employee health, then the employee should remove themselves from the situation and immediately notify their line manager

Signature: _____ **Date:** _____