

Redbrick COVID-19 Protocols & Procedures

Purpose

This document outlines the procedures and protocols the Dublin City University's Redbrick Society will implement to manage and reduce the risks of possible COVID-19 infections to its society members while engaging in physical society activities.

It includes information on the following:

- **COVID-19 Guidelines**
- **COVID Coordinators & Committee Responsibilities**
- **Members' Responsibilities**
- **Procedure on how to deal with a suspected case of COVID-19**
- **Procedures before, during and after attending society events**
- **Participant health screen questionnaire**
- **Social Distancing Guidelines**
- **Attendance Records**
- **Equipment cleaning and disinfection**
- **Server room safety procedures**
- **Review of Protocols & Procedures**

COVID-19 Guidelines

This protocol complies with the following guidelines and the Society Committee will ensure that these protocols are updated as necessary as guidelines change:

- Governments Resilience and Recovery 2020-2021: Plan for Living with COVID-19,

<https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/>

- Dublin City University Clubs & Societies COVID Guidelines available at

<https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/home>

- Dublin City University Clubs School Of Computing COVID Guidelines with an overview available at -

<https://dcu-ie.zoom.us/rec/play/FiL2GbCwBvAx8WBNoj5H82ZXUv0CU3XTJPvOXbAIRVTQLaIBzLgkKpiFPxS6dDNnwUY1AE9R4IQ-jlUG.LHiCOfg0l9Y27Hmf?startTime=1601718320000>

COVID Coordinators & Committee Responsibilities

The following member(s), Sen Fradl, are the designated COVID-19 coordinator(s) responsible for ensuring compliance with the aforementioned COVID-19 guidelines.

The COVID Coordinator(s) have completed the Sport Ireland COVID-19 eLearning Course available at www.sportireland.ie/covid19/course, as per DCU clubs and socs return to activity guidelines.

The Redbrick Society's Committee will support the COVID-19 coordinator(s) and are responsible for the following:

- Ensure all appropriate COVID-19 Safety Protocols, Risk Assessments and forms are completed and updated as required.
- Keep updated with all new government, health authority and DCU guidelines relating to COVID-19

Members' Responsibilities

It is recommended that society members completed the sporting Ireland COVID-19 course available at www.sportireland.ie/covid19/course. While Redbrick does not actively participate in sporting activities the basics of maintaining safety through the sanitization of equipment, maintaining social distance and following the one way system such as the one within the school of computing is all valuable knowledge presented within the course above.

Procedure on how to deal with a suspected case of COVID-19

1. If someone becomes unwell during an event with symptoms such as cough, fever, difficulty breathing, keep at least 2 metres away from the symptomatic person and also make sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. Contact the Redbrick COVID-19 Coordinator(s).
2. The Redbrick COVID-19 Coordinator should initially assess whether the unwell individual can immediately be directed to go home, call their doctor and continue self-isolation at home.
3. Where the individual needs or requests an ambulance, isolate the area, call the ambulance advising of the suspect COVID-19 case, stay with the

patient (or call for First Aid Response on 5999) (at least 2m away) and comfort them until the ambulance attends.

4. Where the person does not require an ambulance and cannot return home independently or without using public transport (while maintaining 2 metre distance), the unwell individual should be directed to the campus designated isolation area (see below) and advised to call their doctor, outlining their current symptoms. On route, advice should be given to the unwell individual to cover their mouth and nose with a disposable tissue or surgical mask if available. The following spaces are designated isolation rooms for staff and students: - Glasnevin Campus - Student Health Centre, Henry Grattan Building - St Patricks Campus - Student Health Centre, Block A - All Hallows Campus - PG08, Purcell House.
5. Where the person does not require an ambulance and cannot return home independently or without using public transport (while maintaining 2 metre distance), the unwell individual should be directed to the campus designated isolation area (see below) and advised to call their doctor, outlining their current symptoms. On route, advice should be given to the unwell individual to cover their mouth and nose with a disposable tissue or surgical mask if available. The following spaces are designated isolation rooms for staff and students: - Glasnevin Campus - Student Health Centre, Henry Grattan Building - St Patricks Campus - Student Health Centre, Block A - All Hallows Campus - PG08, Purcell House.
6. The Redbrick COVID-19 Coordinator should notify management who should subsequently notify the Chief Operations Officer (COO).
7. The Redbrick COVID-19 Coordinator should make available to the COO, records kept regarding Direct Contact to identify people who have been in contact with the individual. If COVID-19 positive is confirmed, the HSE may advise direct contacts on any actions or precautions that should be taken.

Procedures before, during and after attending society events

Before Attending Society Events

3 days prior to attending a society event members will be asked to complete a health screening questionnaire. ALL MEMBERS MUST COMPLETE A QUESTIONNAIRE IN ORDER TO BE ADMITTED TO ANY EVENT.

Participant Health Screening Questionnaire

1. All members will complete the Participant Health Screening Questionnaire at least 3 days in advance of returning to activity.
2. Only one form must be submitted prior to returning to activity OR The form must be completed by the member in advance of each training/match/activity if the NGB stipulates this as part of its COVID-19 Procedures.
3. The questionnaire below will be sent to members scheduled to return to activity by the Redbrick Committee via the mailing list.
https://drive.google.com/file/d/1yECCbM-6_xERxyfRaW0MITATMfzt7o6E/view
4. The questionnaire will be electronic/paper version.
5. It is each society member's responsibility to notify the Society COVID Coordinator or the Society Committee if their health questionnaire has changed, and they must not participate in DCU Society activity.
6. You must stay at home if you:
 - Have been in contact with someone with COVID-19 in the last 14 days
 - Have been overseas or exposed to someone with COVID-19 in the last 14 days
 - Have flu-like symptoms or are feeling unwell

You must:

- Check with your GP prior to playing if you are in a high-risk health category
- Find out what protocols are in place at the society
- Ensure your society has up-to-date contact details for you

While Attending Society Events

1. Arrive and leave as close as possible to when you are due at the society.
2. Where travel to society events is required, walking, use of a bicycle or private domestic vehicles is preferred. In the case of private domestic vehicles, members should travel alone or at a maximum travel with one other passenger who should adhere to physical distancing guidelines.
3. No parents/guardians or external members should attend events in DCU at present.

4. When events are held within the school of computing members should wear a mask, wipe down their computer with sanitizing wipes as provided by the school of computing and sanitize their hands prior to entering the event.

Social Distancing Guidelines

To protect against infection:

- Members must refrain from handshakes and high fives.
- Try to keep 2 metres away from other people as much as possible.
- Do not share food and drinks.
- Wash your hands frequently with soap and water or hand-sanitizer, before and after eating, after going to the toilet, sneezing and coughing.
- Cover your coughs and sneezes and dispose of any used tissue in your own bag and bring it home with you.
- Avoid touching your face.
- Avoid unnecessary spitting or clearing of airways
- Keep your distance from people who are obviously sick.
- Try not to touch any surfaces, but if you do sanitize your hands as soon as possible.

Attendance Records

Redbrick will set up and maintain attendance records through the DCU clubs and societies online system. This is for contact tracing purposes. The society will keep a record of who attends which events until the end of the academic year. Attendance records will be used to initiate contact tracing if there is a confirmed case within the society.

Attendance records will be electronic and the COVID-19 Coordinator(s) are responsible for maintaining attendance records.

Equipment cleaning and disinfection

Redbrick events that are active within a lab in DCU's school of computing should follow the school of computing guidelines, this includes:

- Ensuring windows within labs are open to provide proper air circulation.
- Ensuring members wipe down machines and work areas before and after the event.
- Ensuring members are seated at the designated seats within the school of computing to maintain social distance.

- Ensure that all speakers internal or external to DCU are aware of the protocols in place.

Server room safety procedures

Redbrick actively maintains physical servers within the students union building (The U). This room is only available to committee members who hold the position of Administrator and are in possession of a physical key.

Administrators should follow the following procedures when accessing the server room:

- Ensure there is at most one person in the server room at any given time.
- If possible, leave the server room door open to allow for full air circulation
- Ensure hands are sanitized prior to entering the server room and once more upon exit.
- In the case of poor weather in which the server room door cannot be left open ensure the air conditioning units within the room are on full.

Review of Protocols & Procedures

The Redbrick Committee will meet with the Society COVID Coordinator(s) to review the implementation and compliance with the protocols. Redbrick will also ensure that the protocols are updated as necessary as the Government and/or DCU guidelines change.

For questions regarding Redbrick's Return To Activity Protocol, please contact the committee - committee@redbrick.dcu.ie