

DCU Media Production Society Covid-19 Protocol

MPS are dedicated to minimising the spread of Covid-19 whilst returning to on-campus life. We aim to do this by implementing the following policies:

1. Understanding our right and responsibility to conduct our activities in accordance with the university and the government's guidelines and passing on this understanding to our members. We are in the process of educating our committee on DCU's isolation and "return to play" procedures and aim to relay this information to our members on a regular basis.
2. We have already appointed two Covid-19 officers and aim to appoint at least one other before the end of the month. We aim to ensure that at least one Covid officer will be present at each event to ensure that events are run in accordance with university guidelines and that members are following the appropriate social distancing, mask wearing and sanitation protocols.
3. We will implement a contact tracing system at each event (members will be aware of our collection and retention policy in compliance with GDPR practices).
4. Covid-19 questionnaires must be filled out before attending a society event. Members may not attend in-person activity if:
 - They are displaying Covid-19 symptoms.
 - They have displayed Covid-19 symptoms in the last 14 days.
 - They have been advised to self-isolate or cocoon.
 - They are awaiting results from a Covid-19 test.
 - They have been in contact with a person diagnosed with a positive case of Covid-19 in the last 14 days.
5. All events will be run in well-ventilated spaces and in accordance with room capacity guidelines set by Health and Safety. For events transpiring over a long period of time, ventilation breaks will be taken to ensure that the room can air out throughout the event.
6. At events, we will follow strict procedures (supervised by our Covid officers) to ensure that all activity will be conducted in a safe way. Among these procedures are:
 - Mandatory mask wearing whilst moving around or where social distancing cannot be enforced
 - Social distancing (floor markings will help us achieve this)
 - Regular handwashing/sanitising
 - Regular mask disposal and changing at long events
 - Regular sanitisation of shared surfaces/equipment
 - A "no handshake policy"
 - Implementing staggered entry/vacation of events to avoid large crowds
 - The use of Digital Covid Certificates for future evening events
 - The use of pods in larger events so that members are only interacting in small groups.
7. Any members deemed vulnerable or who are living in a household with someone vulnerable should be advised to avoid in-person events with large attendance and opt for our remote events that we will aim to run unless advised otherwise by a medical professional.
8. We have devised what we believe to be a firm and effective approach to dealing with any potential/confirmed cases within MPS. Should any member present Covid-19 symptoms while at a MPS event or in the hours/days following, they must notify one of our Covid safety officers. They will be sent home from the event and urged to get tested. Our Covid officers will then notify those they were in contact with/in their pod using our contact tracing system and remind them of DCU's isolation policy and the HSE "casual contact" guidelines. Should the test result come back positive, our Covid officers will once again contact any possible close contacts and direct them towards DCU and HSE supports for close contacts. We will notify the university's Health and Safety team of the case. We will sanitise any equipment

possibly used at the event as well as the room itself and monitor the welfare of the positive member and their close contacts.

9. We will implement an open channel of communication with our members regarding any of their concerns surrounding Covid-19. This will include:
 - Directing them to our Covid Safety Officers if they are concerned about themselves/another MPS member presenting with symptoms of Covid-19.
 - Reminding members of hand-washing and good hygiene regimes set by the HSE.
 - Updating members with any changes to Clubs and Soc's Covid-19 guidelines.
 - Providing members with relevant supports to educate themselves on how to curb the spread of Covid-19 while adjusting to campus life, such as DCU health and safety guidelines and the HSE Covid-19 helpline.
 - Frequently checking in with members and requesting their feedback on what our committee can do to ensure their safety and comfort during in-person activity.