

HeadstARTs Covid protocols and procedures

Purpose

This document details the procedures and protocols that the Dublin City University HeadstARTs society will implement to manage and reduce the risks of COVID-19 to club members while engaging in club activities. It includes information on the following:

- COVID-19 Guidelines
- COVID Coordinators & Committee Responsibility
- Members Responsibilities
- Procedure on how to deal with a Suspected Case of COVID-19 (DCU guidelines)
- Before Attending Society Events
- Participant Health Screening Questionnaire
- Attending Society Events
- Social Distancing Guidelines
- Attendance Records
- After Society Events
- Attendance Records
- Equipment Cleaning and Disinfecting
- 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/dcuclubssocoperationsmanual20/home>

COVID Coordinators & Committee Responsibility

The following members, Emma Smullen, are the designated COVID Coordinator(s) responsible for ensuring compliance with HeadstARTs COVID-19 protocols. The COVID Coordinator(s) have completed the Sport Ireland COVID-19 eLearning Course available at www.sportireland.ie/covid19/course. The role of the COVID Coordinator(s) is available at

<https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/clubs-covid-19-return-to-play>. The HeadstARTs Committee will support the Club 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 on COVID-19.

Members Responsibilities

All members should be informed of the DCU Society COVID-19 Protocols & Procedures and are advised to complete the Sport Ireland COVID-19 eLearning Course available at www.sportireland.ie/covid19/course.

Members are advised to bring along hand sanitiser and a face mask.

Members must participate in a health screening questionnaire and abide by the Headstarts Covid 19 protocols and procedures.

Procedure on how to deal with a Suspected Case of COVID-19

When responding to a suspect case, there are number of actions that may need to be taken.

- 1)** If someone becomes unwell in the DCU Society 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 Societies COVID-19 Coordinator(s).
- 2)** The society's 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 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 Patrick's Campus - Student Health Centre, Block A - All Hallows Campus - PG08, Purcell House.

5) The society's COVID-19 Coordinator should notify management who should subsequently notify the Chief Operations Officer (COO).

6) The Society's 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.

Before Attending Society Events

headstARTS has implemented the following procedures for members before attending club events.

Participant Health Screening Questionnaire

All members will complete the Participant Health Screening Questionnaire at least 3 days in advance of returning to society events.

- Only one form must be submitted prior to returning to play **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.
- The questionnaire above will be sent to members scheduled to attend society events.
- The questionnaire will be electronic.
- It is each club member's responsibility to notify the Club COVID Coordinator or the Club Committee if their health questionnaire has changed, and they must not participate in DCU society events.

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 club
- Ensure your club has up-to-date contact details for you

Attending Club Events

- Arrive and leave as close as possible to when you are due at the event.
- Where travel to club events is required, walking, use of a bicycles 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.
- Advise all members to complete the COVID-19 health screening questionnaire prior to training.
- No parents/guardians or external coaches should attend training sessions in DCU at present.
- Members should bring a small bottle of hand sanitizer and antiseptic wipes with them.

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, props, art supplies or 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

HeadstARTs will set up and maintain attendance records listing attendees name and contact phone number, and the dates and times they attended events/ meetings. This is for contact tracing purposes.

The society will keep a record of who attends which events for a period no less than 3 months.

Attendance records will be used to initiate contact tracing if there is a confirmed case in the club.

Attendance records will be electronic and Emma Smullen is responsible for maintaining attendance records.

When events/meeting Finish

- Members should leave the facilities promptly when activities have finished.
- Hands should be washed and sanitized as soon as possible.
- Ensure equipment is cleaned thoroughly after use.
- If a member becomes unwell after an event, they should first contact their GP and read the HSE guidelines and then inform their club. The club will then follow advice provided to them by the HSE on the next steps.
- Members should be encouraged to remind other members of the guidelines, in a gentle way, when they witness poor practices.
- Repeated poor practice should be reported to the club as soon as possible.
- Wearing of a mask or face covering is currently mandatory when indoors.

Equipment Cleaning and Disinfecting

The society will provide hand sanitizing supplies for members, and members are also advised to bring their own hand sanitizing supplies.

Any equipment used can become contaminated with COVID-19, which can subsequently be transmitted to another person, either directly, or via the hands. Cleaning and sanitising of the societies equipment must be completed as the procedure below. The procedure lists all equipment used by the society, and the cleaning & disinfection procedures to include cleaning frequency, substance and responsibility. DCU will recommend products/supplies and will purchase on behalf of the club, however it is the society's responsibility to hold, monitor and replenish sanitizing and cleaning agents.

Equipment Cleaning and Disinfecting Procedure

Equipment	Cleaning & Disinfection required	Frequency	Substance	Responsibility
Markers	Yes	Before and after each session	Disinfectant wipes	COVID Coordinator

Tables	Yes	Before and after each session	Disinfectant wipes	COVID Coordinator
Chairs	Yes	Before and after each session	Disinfectant wipes	COVID Coordinator
Computer/ projector	Yes	Before and after each session	Disinfectant wipes	COVID Coordinator

Review of Protocols & Procedures

Society Committees should meet with the societies COVID Coordinator(s) to review the implementation and compliance with the protocols. HeadstARTS should also ensure that the protocols are updated as necessary as the Government and DCU guidelines change.