



The European Law Students' Association

DUBLIN CITY UNIVERSITY

## **ELSA DCU COVID-19 Protocols & Procedures**

### **Purpose**

This document details the procedures and protocols that the Dublin City University ELSA Society will implement to manage and reduce the risks of COVID-19 to club members while engaging in society 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 Club Events
- Participant Health Screening Questionnaire
- Attending Club Events
- Social Distancing Guidelines
- Attendance Records
- After Club Events
- When Training Finishes
- 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/>
- The National Governing Body of Sport (NGB), Tennis Ireland Return to Sport and COVID Guidelines available at {insert web link to the NGB Return to Sport and COVID Guidelines here. If not available online upload a copy to [www.dcuclubsandsocs.ie](http://www.dcuclubsandsocs.ie)}

- Dublin City University Clubs & Societies COVID Guidelines available at <https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/home>

### **COVID Coordinators & Committee Responsibility**

The following members, Kevin McCormack is the designated COVID Coordinator(s) responsible for ensuring compliance with DCU COVID-19 protocols. The COVID Coordinator have completed the Sport Ireland COVID-19 eLearning Course available at [www.sportireland.ie/covid19/course](http://www.sportireland.ie/covid19/course), and other sport specific course of applicable. The role of the COVID Coordinator(s) is available at <https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/clubs-covid-19-return-to-play>. The ELSA Society Committee will support the Society COVID-19 Coordinator 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, DCU and National Governing Body of Sport guidelines on COVID-19.

### **Members Responsibilities**

All member should be informed of the DCU COVID-19 Protocols & Procedures.

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

*\*This is a DCU procedure and clubs should include this text in their procedures.*

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

- 1) If someone becomes unwell in ELSA DCU 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 Club COVID-19 Coordinator.
- 2) The Society 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 Club COVID-19 Coordinator should notify management who should subsequently notify the Chief Operations Officer (COO) and Head of Clubs and Socs.

6) The Society 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**

The club 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 attending physical 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 return to play by Committee Secretary.
- The questionnaire will be electronic via google form.
- It is each Society member's responsibility to notify the Club COVID Coordinator or the Committee if their health questionnaire has changed, and they must not participate in DCU Society activity.

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 Society Events**

- Arrive and leave as close as possible to when you are due at the venue.
- Where travel to Society 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 athletes to complete the COVID-19 health screening questionnaire prior to training.

### **Social Distancing Guidelines**

To protect against infection:

- Wear a mask, and wash or sanitize hands.
- 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, towels 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**

The DCU ELSA Society will set up and maintain attendance records listing attendees name and contact phone number, and the dates and times they attended in person events. 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 Society. Attendance records will be paper based or electronic and the VP for Academic Activities or Secretary is responsible for maintaining attendance records.

### **When Event or Activity Finishes**

- Once an event or activity has finished members should leave the facilities promptly.
- Hands should be washed and sanitized as soon as possible.
- Ensure equipment is cleaned thoroughly after use.
- If an member becomes unwell after an activity, they should first contact their GP and read the HSE guidelines and then inform the Society. The Society 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 Committee as soon as possible.

- It is the role of members to help sanitize the lecture hall, room in the U or any other space which could be contaminated. Supplies will be provided through the Committee.

### **Review of Protocols & Procedures**

Society's Committee should meet with the Society COVID Coordinator(s) to review the implementation and compliance with the protocols. Society's should also ensure that the protocols are updated as necessary as the Government, National Governing Body of Sport and/or DCU guidelines change.