DCU Society Checklist for Protocol Development

(adapted from Sport Ireland)

It is recommended that DCU Societies use this checklist as a guide in devising return to activity protocol.

Checklist for development of a Protocol

Section 1	**Return to Activity Protocol**	(✓)
1.1	Is there a dedicated COVID 19 coordinator appointed? And has the coordinator completed the Sport Ireland COVID-19 Awareness eLearning Course?	✓
1.2	Is there an NGB a risk assessment tool which can be adapted for all potential venues where the activity takes place?	✓
1.3	Has the DCU procedure on how to deal with a case of a suspected COVID-19 been communicated to all members?	✓
1.4	Has the society introduced controls to address identified risks as detailed in the Clubs COVID-19 risk assessment?	✓
1.5	Has the Society ensured that there is a clear understanding of each party of their obligations and rights under COVID 19 policies?	✓
Section 2	**Identification and Isolation of Suspected Cases**	(✓)
2.1	The Society is aware of the DCU procedure for prompt identification of and isolation of anyone in their activities who may have symptoms of COVID-19? See 1.3	✓
	Is there a plan to:	
2.2	Log members taking part in activities in a manner which is GDPR compliant?	✓
2.3	Inform everyone of the purpose of the log and ensure total compliance?	✓
2.4	Provide necessary facility and protocols to isolate potential cases?	✓
2.5	Provide up to date information on the latest Govt. advice?	✓
2.6	Provide advice and support to anyone who develops symptoms of COVID-19?	✓
	Is there a plan for the:	
2.7	Return to society activity of the member if known or suspected Covid-19?	✓
Section 3	**COVID-10 Prevention and Control Measures**	(✓)
3.1	Is there a clear control process before people are permitted into an activity?	✓

	Is there a process in place (e.g. a signed form) which is GDPR compliant that can establish if the participant:	
3.2	Has displayed any Covid-19 symptoms over the previous 14 days?	✓
3.3	Individuals are self-isolating?	✓
3.4	Individuals are not awaiting the results of a COVID-19 test?	✓
3.5	Individuals are non-symptomatic?	✓
3.6	Individuals have not been in contact with high risk or infected people?	✓
3.7	Sought or received medical advice on COVID-19?	✓
3.8	Ensure in high-risk sports that local emergency medical care is accessible	✓
3.9	Outline the maximum number of people per area to maintain social distancing	✓
3.10	Outline how the equipment, if used, will be cleaned/ disinfected after each use	✓
Section 4	**Training and Induction**	**(✓)**
4.1	Is there an education or induction plan in place which is age-appropriate and suitable for those with disabilities? DCU recommends that all society members complete the Sport Ireland: COVID-19 Return to Sport Phase 3 Course, available at https://www.sportireland.ie/covid19/course	✓
	Have the following been put in place?	
4.2	Induction training including latest up to date advice	✓
4.3	Nominated specific Society COVID 19 Coordinators	✓
4.4	Information on physical distancing	✓
4.5	Training on hand hygiene and good respiratory hygiene and etiquette	✓
4.6	Guide on changes to the environment to prevent the spread of COVID-19	✓
4.7	Information on how to respond to displaying symptoms of COVID 19	✓
4.8	Information on how to respond to observation of possible symptoms in others	✓
4.9	Advice and support on transport and accommodation plans of members & service providers	✓
4.10	A clear position on members who are deemed vulnerable or in a household where vulnerable people are	✓
4.11	Additional actions that will be required for members with disabilities/ impairments	✓
Section 5	**Essential Protocol Features**	**(✓)**

		Has the Society put in place the following essential supports for good protocols?	
5.1		Created an environment where physical distancing can be observed	✓
5.2		Protocols for preparation, use and cleaning of shared equipment, if relevant.	✓
5.3		Closed common areas	✓
5.4		Timetabled sessions to minimise contact	✓
5.5		Ensure age-appropriate protocols	✓
5.6		Implemented a "no handshake" policy	✓
5.7		Provided appropriate hygiene facilities	✓
5.8		Implements suitable protocols for the use of toilets	✓
5.9		Provided hygiene advice and education	✓
5.10		Provided hand sanitisers and other cleaning products	✓
5.11		Provided tissues and bins for their disposal	✓
5.12		Ensured regular cleaning	✓
5.13		Designed and implemented a PPE policy	✓
5.14		Outline how members can return to society activity safely post COVID-19.	✓