

DCU Science & Health Society Covid-19 Protocols Document

Purpose of this Document

This document details all of the relevant protocols and procedures the DCU Science & Health Society is introducing and observing in order to protect all members from the threat of infection of COVID-19, and to ensure that the society is in line with both government and Dublin City University's current models of COVID-19 protection measures.

The contents of this document are as follows:

- ❖ Section 1: Return to activity protocol.
- ❖ Section 2: Identification and isolation of suspected cases.
- ❖ Section 3: COVID-19 prevention and control measures.
- ❖ Section 4: Response to suspected COVID-19 case.
- ❖ Section 5: Health Screening Questionnaire.
- ❖ Section 6: Code of conduct for attendance of events.
- ❖ Section 7: Breach of COVID-19 protocols.
- ❖ Section 8: Review and Updating of protocols.

Information on the COVID-19 models DCU Science & Health Society are following may be seen below:

- 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/dcclubssocsoperationsmanual20/home>

Section 1: Return to activity Protocol

1.1 The society has appointed Patrick Loftus as COVID-19 coordinator, the appointed coordinator has completed the Sport Ireland COVID-19 coordinator online training course.

1.2 There has been a risk assessment model developed to identify any possible risks and their respective solutions for the planning of society events.

1.3 Members of the society committee have all been informed of the necessary procedures required to deal with a suspected COVID-19 case.

1.4 Attendance at all in person events will be recorded and stored electronically to identify and help resolve any potential risks of infection that may have occurred.

1.5 All parties involved in the society will have access to the details contained in this document to ensure that they have a clear understanding of their obligations regarding all outlined COVID-19 policies.

Section 2: Identification and Isolation of Suspected Cases

- 2.1 The society is aware of the DCU procedure for the identification and isolation of any suspected COVID-19 cases. The society will use the designated rooms provided by DCU to conduct any interaction with a suspected case in a safe manner.
- 2.2 The details of attendees for any given event will be logged and stored in a safe manner electronically for a sufficient period in time for the sole purposes of contact tracing in the event of the presence of a confirmed COVID-19 case, the presence of a potential suspected case and/or the presence of a close contact of a COVID-19 at an event. These details will be stored in complete compliance with GDPR, and attendees must also read and agree to a GDPR statement detailed on a google form before attending the event.
- 2.3 The purpose of collecting the attendee's details (as outlined in section 2.2) will be made clear in the GDPR section that attendees must read and agree to before attending events.
- 2.4 All potential COVID-19 cases will be isolated and dealt with in line with DCU's recommended procedure as outlined in section 4 below.
- 2.5 Relevant information and posters/graphics will be circulated to all members of the society before any in person events, ensuring all members are informed of all necessary government advice prior to attending an event.
- 2.6 In the event of a suspected case, the individual in question will be dealt with in a professional and supportive manner. The identified individual will be advised to contact their GP as well as DCU as required by the DCU procedure for dealing with a suspected case (see section 4 below).
- 2.7 Once the given attendee has contacted their GP, they should then follow the advice on socialisation provided by their GP before attending any further in person events.

Section 3: COVID-19 Prevention and Control Measures

- 3.1 Before attending any event all members must fill out a google form containing several health screening questions at least 3 days in advance. (see section 5 for details of the questionnaire). This form will be in complete compliance with GDPR as outlined in point 2.2.
- 3.2 Attendees must also provide any personal details essential for the purposes of contact tracing in the google form also containing the health screening questions.
- 3.3 Before the admittance of any attendees to any event, the society committee will take necessary action to ensure that all shared surfaces at the given venue are sufficiently disinfected.
- 3.4 Attendance at any event will be limited to the maximum possible capacity based on the given venues capacity to allow social distancing between all attendees.
- 3.5 Upon attendance of any event it is necessary that all persons follow all government advice with regard COVID-19 safety measures, as well as DCU's code of conduct for attending

in person events, as outlined below. Note that failure to comply with the above guidelines will result in refusal of admission or removal from the event.

3.6 Once an event has ended at the stated time all attendees must leave promptly whilst still maintaining social distancing, washing sanitising/washing hands before leaving, and maintaining all other safety protocols (e.g., use of facemasks) both inside and outside the venue.

3.7 All surfaces will be disinfected at the end of the event by the committee members to reduce the risk of infection to any further users of the venue.

3.8 If any person who has attended an event develops COVID-19 symptoms or tests positive for infection of the virus in the 14 days following the event, they must notify any member/members of the society committee (preferably the COVID-19 coordinator). Other attendees will then be notified if they have been in contact with a suspected/confirmed COVID-19 case. Note that the personal details of the suspected/confirmed COVID-19 case will not be made available to any member of the society outside of the committee.

Section 4: Response to a Suspected COVID-19 Case

The following protocols are those which have been outlined by DCU,

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

4.1 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 Society COVID-19 Coordinator(s).

4.2 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.

4.3 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 DCU First Aid Response on 5999) (at least 2m away) and comfort them until the ambulance attends.

4.4 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.

4.5 The Society COVID-19 Coordinator should notify management who should subsequently notify the Chief Operations Officer (COO).

4.6 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.

Section 5: Health Screening Questionnaire

5.1 Members are required to fill out a health screening questionnaire before attending any in person events.

5.2 This health screening questionnaire will be in the form of a google form document that must be submitted at least 3 days in advance of attending an event.

5.3 This google form will also contain a section in which personal details must be entered to allow for effective contact tracing. The collection of these details will be completely in accordance with GDPR. There will be a section of the given form containing a statement regarding the GDPR requirements above, that attendees must consent to before attending the given event.

5.4 Collected google forms will be stored safely in electronic form for a minimum of 3 months by the society. The COVID-19 coordinator is responsible for maintaining these records of attendance.

5.5 See below for a list of criteria that will be contained on the google form, and the resulting consequences:

Attendance is not permitted if:

- An individual has displayed any COVID-19 symptoms in the previous 14 days.
- An individual has been advised to self-isolate by their GP or any other medical professional.
- An individual has tested positive for COVID-19.

Attendance is permitted if:

- An individual is not currently displaying COVID-19 symptoms, or has not displayed symptoms in the previous 14 days.
- An individual has not been in close contact with a suspected/confirmed COVID-19 case in the previous 14 days.

An individual should follow medical advice on attendance if:

- Medical advice of COVID-19 was sought out due to any personal status/condition.

5.6 In the case that the details provided by an individual in their health screening questionnaire change, the given individual must notify the COVID-19 coordinator of these changes prior to attending the event.

Section 6: Code of Conduct for Attending Events

- 6.1 Attendees must arrive at the scheduled time of the event, entry outside of the scheduled sign in times is not guaranteed.
- 6.2 Attendees must wear a facemask or other suitable face covering at events. The society will not provide masks for attendees.
- 6.3 Attendees must have with them a suitable form of sanitisation for their hands (e.g. sanitising gel, spray etc).
- 6.4 Attendees must wash/sanitise their hands before entering or exiting the venue at any time during the event.
- 6.5 At the beginning of the event attendees must sign in with the COVID coordinator, or any other designated committee member.
- 6.6 Attendees must sign out with the COVID coordinator if they must leave the venue at any point in time.
- 6.7 Only those who have previously submitted their health screening questionnaire will be allowed enter the venue.
- 6.8 All attendees must observe 2 metre social distancing throughout the duration of the event.
- 6.9 Proper coughing and sneezing etiquette must be observed.
- 6.10 The sharing of any materials/food/drink is strictly prohibited to prevent cross contamination.
- 6.11 When leaving the venue at the end of the event attendees are expected to continue to observe 2m social distancing, proper coughing and sneezing etiquette, appropriate use of face coverings, etc.

Section 7: Breach of COVID-19 Protocols

- 7.1 Failure to comply with the COVID-19 protocols as outlined in this document, may result in the removal of the individual in breach of the protocols from a given event.
- 7.2 If an individual is in constant breach of the COVID-19 protocols in this document then the decision may be made by the society committee to refuse admission of the given individual to any future DCU Science & Health Society events, to protect the health and safety of all other members of the society.

Section 8: Review and Updating of Protocols

8.1 In the event of a change to either DCU or Governments plans/guides surrounding COVID-19, the committee and the COVID-19 coordinator will meet in order to review all planned protocols for dealing with COVID-19.

8.2 In the event that protocols must be updated in order to remain in line with Government/DCU guidance, all current members will be informed of any changes via email.