

DCU Politics Society COVID-19 Protocols & Procedures

Purpose

This document details the procedures and protocols that Dublin City University Politics Society will implement to manage and reduce the risks of COVID-19 transmission in the course of society activities and events. 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 (per DCU guidelines)
- Protocol before Attending Club Events
- Participant Health Screening Questionnaire
- Attending Club Events
- Preventing the Spread of COVID-19 Guidelines
- Attendance Records
- Procedure After Club Events
- The Disinfecting & Cleaning of Society Equipment
- Review of Protocols & Procedures

COVID-19 Guidelines

The DCU Politics's Society COVID-19 procedure is in compliance with the following guidelines and the society's committee will ensure that these protocols are updated as necessary and as the below guidelines change and develop:

- Government's 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, Tennis Ireland Return to Sport and COVID Guidelines available at
<https://www.sportireland.ie/news/return-to-sport-expert-group-issues-guidance-to-sports-sector>

- Dublin City University Clubs & Societies COVID Guidelines available at <https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/home>

COVID Coordinators & Committee Responsibility

Our Chairperson, Róisín Madden, is the designated COVID Coordinator, responsible for ensuring compliance with COVID-19 protocols. The COVID Coordinator has completed the Sport Ireland COVID-19 eLearning Course available at www.sportireland.ie/covid19/course.

The role of the COVID Coordinator is available at

<https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/clubs-covid-19-return-to-play>. The Politics Society Committee will support the COVID-19 Coordinator in her duties and

take full responsibility for the following:

- Ensuring all appropriate COVID-19 Safety Protocols, Risk Assessments and forms are completed and updated as required.
- Keeping updated with all new government, health, DCU, and National Governing Body of Sport guidelines on COVID-19.

Members' Responsibilities

All members will be informed of the DCU COVID-19 Protocols & Procedures and will be required to abide by these procedures if attending society events and activities.

Procedure on How to Deal with a Suspected Case of COVID-19

When a suspected case of COVID-19 arises, the following actions will be taken:

1) If someone has symptoms of COVID-19 (cough, fever, shortness of breath, loss of taste/sense of smell etc) while attending a DCU Politics Society event, they will be encouraged to stay at home. Each member will be required to keep at least 2 metres away from any one person at all times to prevent the spread of the virus. any. A member will contact the society's COVID-19 Coordinator, who will in turn take the required steps.

2) The Society COVID-19 Coordinator should instruct the unwell individual to go home, self-isolate and call their doctor. That person should continue to self-isolate for the period specified to them by public health.

3) Where the individual needs or requests an ambulance, the area should be isolated and 999/112 dialled. The ambulance must be informed it is a suspected COVID-19 case. Alternatively, the First Aid Response can be called on 5999.

4) Where the person does not require an ambulance and cannot return home independently or without using public transport, 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 mask. The following spaces are designated isolation rooms for staff and students:

- Glasnevin Campus - Student Health Centre in the 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 (C.O.O) and Head of Clubs and Socs.

6) The Society's COVID-19 Coordinator must make available to the C.O.O records kept regarding Direct Contacts in order to identify any close contacts. If the COVID test is positive, the HSE will advise direct contacts to self-isolate and request a COVID test.

Before Attending Society Events

The society 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 the event or in advance of each training/match/activity if the NGB stipulates this as part of its COVID-19 procedures.
- The questionnaire will be sent to members scheduled to return by the committee's Secretary, Chloe Furley.
- The questionnaire will be electronic.

- It is each society members' responsibility to notify the COVID Coordinator or a member of the committee if the details of their health questionnaire has changed, and if so, they must not participate in society activity/attend any society events.

Members must stay at home if they:

- Have been in contact with someone with COVID-19 in the last 14 days
- Have been abroad in the last 14 days
- Have COVID symptoms or feel unwell

Members must:

- Check with their GP prior to participating if in a high-risk health category
- Find out what protocols are in place
- Ensure the society has up-to-date contact details for them

Attending Society Events

- Members must arrive and leave at the time they are due at the venue, and should not be there any longer than necessary.
- 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.
- Committee members will advise all members to complete the COVID-19 health screening questionnaire prior to events/act

Preventing the Spread Guidelines

- Wear a mask where necessary
- Wash and sanitize hands regularly.
- Members must refrain from handshakes and high fives.
- Keep 2 metres away from other people as much as possible.
- Do not share food, towels, drinks or any equipment.
- Cover your coughs and sneezes with a tissue and dispose of it, alternatively use the correct coughing and sneezing etiquette by doing so into your elbow.
- Avoid touching your face.

- Refrain from touching any surfaces, but if you must, sanitize your hands as soon as possible.

Attendance Records

The DCU Politics Society will maintain attendance records, listing attendees' names and contact numbers, as well as the dates and times they attended in person events. The Society will keep a record of who attends any event 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 and electronic. The secretary is responsible for maintaining attendance records.

When Event or Activity Finishes

- When an event or activity has ended, members must leave the facilities promptly.
- Hands should be washed and sanitized as soon as possible.
- Equipment must be cleaned thoroughly after use.
- If an member becomes unwell after an activity, they should contact their GP, be informed of the HSE guidelines, and inform the society. The society will then follow advice provided to them on the next steps.
- Members should be encouraged to remind others of the guidelines if there is a lack of compliance.
- Poor practice should be reported to the Committee as soon as possible.
- It is the role of members to help sanitize space which could be contaminated.
Supplies will be provided through the Committee.

Review of Protocols & Procedures

The society's Committee will meet with the COVID Coordinator to review the implementation and compliance with the above protocols. The society will also ensure that the protocols are updated as necessary as the guidelines change/develop.