

Covid-19 Plan



1. General

Members / Volunteers should under NO circumstances attend the Club if they are feeling unwell or have been advised to self-isolate.

- Co-ordinators / Volunteers must wear face coverings or shields at club venue.
- Members are encouraged to wear face coverings if they can.
- Temperatures of members and volunteers will be checked prior to each club session
- The area of the hall in Foxrock Pastoral centre is 240 m². With social distancing of 2m this facilitates just over 50 people.
- *Each group should have a co-ordinator who will act as Covid Officer to ensure that the club's Covid-19 plan is adhered to.*

Role of Covid Officer

The Covid Officer is there in case there is a suspected case of covid within the club. It is their responsibility to liaise with the HSE and follow any actions they may propose. The Covid Officer should identify a safe space where a suspected case may be isolated. The Covid Officer must make themselves aware of ongoing changes to government regulations and guidelines and should ensure there is sufficient stock of all PPE, hand sanitiser, soap, paper towels, temperature checkers etc and ensure hands are washed / sanitised on arrival and departure.

2. Contact Tracing

- Google forms will be used to facilitate contact tracing
- Each week a link to a google form will be sent out to members. Each group will have its own distinct form. There will be a different form each week. No one can attend the club unless the form has been filled out.
- Any parent who has to attend to support a member will have to submit a form.
- Forms will be deleted after two weeks

3. Entering and Exiting premises

- It's important that all members arriving should not be admitted until the designated time. Everyone must wait outside, maintaining social distancing.
- If coats or jackets are brought to the venue, they should be placed on the floor in the room or on the back of the chair they are using.
- Entry will be through the present Entrance door, but exiting through the fire door at the top of the ramp in the coffee dock area
- To enter, one co-ordinator should direct members to enter with social distancing, while another would direct them to sanitise their hands and proceed into the hall.
- Similarly, at the end of each session the members should sanitise their hands and be guided out of the centre to be collected outside.
- There should be no crowding or congregating in the car park outside.

4. Preparation

- *To facilitate preparation and cleaning before and after each session the length of the activity for the members will be shortened.*

- a. Timetable will be as below. This allows 20 minutes for members to leave before the next group arrives and gives the opportunity to clean up for the next group.

Time that members will arrive and leave	Time co-ordinators will arrive and leave
○ J.Jun : 12.20 – 1.25.	Co-ordinators 12.00 – 1.45pm
○ Jun: 2.20 – 3.30pm	Co-ordinators 2.00 – 3.45pm
○ Inter: 4.20pm – 5.30pm	Co-ordinators 4.00 – 5.45pm
○ Sen 1&2 6.20pm – 7.10pm	Co-ordinators 6.00 – 8.00pm

- All surfaces (tables, chairs, counters etc) should be wiped down with bleach / soap based spray / wipes before members' arrival and at the end of each session.
- Ensure that the hall is big enough for the activity planned, based on social distancing of 2 metres – see above
- Ensure all seating is adequately spaced according to 2 metre distancing rule.

5. Toilets

- Toilets should be monitored throughout the session
- Members should be encouraged to wipe down the bathroom before and after use.
- Toilets must be thoroughly cleaned at end of each session.

6. Activities

- When booking for an activity from an outsider to be delivered in the club, the provider should submit details of their Covid-19 plan.
- Avoid activities which include contact
- Activities such as karaoke where equipment is shared should be avoided.
- Puzzles and other hand-held activities, should not be shared and be wiped down after every use
- That for certain activities, such as knitting / crochet, members bring their own equipment (e.g. needles)
- Plan for outdoor activities when possible.

7. Transport

If a group is organising a trip involving transport, the following procedures must be followed.

- Adhere to social distancing (i.e. reducing number of passengers)
- Wear face masks while in the vehicle
- All passengers must sanitize before entering the vehicle
- Clean vehicles surfaces before and after use.

8. Refreshments

- The coffee dock is closed.
- Members should bring a small can or bottle and a snack if needed
- Hand washing / sanitising should be carried out before and after food / drink is consumed.

9. Covid Protocol

If a person falls ill in the days after attending the club, the following steps should be taken

- You must report to the Covid Officer
- All people who attend the club should be informed.
- All people who attend the club should seek medical attention / testing
- You should not return to the club unless you have been cleared of having Covid – 19
- The covid Officer must inform the HSE and provide them with contact details of all who attended the Club.

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