



FLEADHFEST COVID-19 GUIDELINES

1 INTRODUCTION

These guidelines are drawn up after consultation with various sources of information. However there is no sure way to prevent infection that involves face to face contact. This document is not intended to supply medical or legal advice; these are guidelines to minimise the risk of infection that will lead to the safe running of **FleadhFest** activities.

FleadhFest organisers should ensure that a copy of this document is available in digital or hard copy form to all **FleadhFest** organisers and volunteers.

2 COVID-19 GUIDELINES SPECIFIC TO FLEADHFEST ACTIVITIES

2.1 Covid Supervisors

- a) **FleadhFest** must appoint a Lead Covid Supervisor (LCS) (See [Section 6](#) below) who has an understanding of current guidelines. Further Covid Supervisors will be required in line with the number of activities etc.
- b) The responsibility of the Lead Covid Supervisor (LCS) & Covid Supervisors will include:
 1. **Covid-19 Questionnaire:** Ensure that each person wishing to participate in or attend **FleadhFest** activities submits a properly completed Covid-19 Questionnaire prior to attending, and retain these in compliance with GDPR guidelines.
 2. **Safety Information and Protocols:** Communicate and distribute necessary safety information and protocols, including amendments to these guidelines that may arise due to Government/HSE announcements etc.
 3. **Record Keeping:** Ensure that records are kept of attendees at **FleadhFest** activities. This information will be especially important if contact tracing or other intervention is required. Comply with GDPR regulations in light of this.
 4. **Cleaning and Sanitising:** Ensure the regular cleaning and sanitising of all relevant facilities and equipment before and after each activity (e.g. sanitising door handles, seats etc.) and ensure that all in attendance sanitise their hands on entering the venue of an activity.
 5. **Reporting:** Receive reports from members or others concerning the implementation of or compliance with these guidelines and address these appropriately. Make necessary representations to **FleadhFest** organisers with regard to any Covid-19 concerns. Report any areas of non-compliance immediately to **FleadhFest** organisers and ensure that these are addressed.
 6. **Latest Information:** Keep up to date on all relevant guidelines from the Government, HSE, HSA and CCÉ. Guidelines can change on a regular basis and it is important that units recognise and adjust to these changes. Current Government guidelines can be accessed at:
<http://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

2.2 Covid-19 Questionnaire

- a) A Covid-19 Questionnaire must be completed by anyone attending a **FleadhFest** activity. Questionnaire is to be completed by each person (or a parent/guardian in the case of a child) and returned to a Covid Supervisor or the relevant **FleadhFest** personnel. This form will be held by the **FleadhFest** organisers in compliance with GDPR guidelines.

2.3 Preparing Facilities for Activities

- a) **FleadhFest** must set up protocols and facilities for its activities which ensure and enable attendees to abide by Government public health advice and these guidelines. A sample checklist is included with this document for assistance.
- b) Appropriate signage and posters, clearly visible and easily understood, should be placed in car parks, at the entrance of facilities, at toilets and at other appropriate locations. These should emphasize Government recommended physical distancing rules (2m at present), hand hygiene, respiratory hygiene, avoidance of personal contact, etc.
- c) Signage and useful resources on preventing the spread of Covid-19 can be downloaded from the HSE website: <http://www2.hse.ie/coronavirus/>
- d) **FleadhFest** should, where appropriate, establish systems for drop off/collection points to avoid congestion and traffic jams appropriate to the circumstances of its activities.
- e) A suitable isolation space (see 2.7b below) must be identified at the venues of each **FleadhFest** activity in case someone becomes unwell at the activity.
- f) Hand sanitising facilities must be provided at the entrance of facilities and at other appropriate locations. Hand washing facilities (anti-bacterial soap, paper towels and bin/bag for disposal of used paper towels) must be provided at each toilet. Appropriate bins/bags for the disposal of used tissues, paper towels, wipes etc. must be available and clearly marked. These must be disposed of in a safe manner.
- g) Toilets must be regarded as high risk and potentially contaminated areas. Ventilation is important; doors and windows should remain open in so far as is reasonable and appropriate. Protocols must be set up for use of toilets suited to the activity and venue; these must be communicated to all attendees.
- h) There should be a regular cleaning programme in place.

2.4 Cleaning Checklist

- a) The HSE checklist for cleaning facilities can be accessed at <http://www.hsapc.ie/a-z/lifestages/childcare/samplecleaningscheduleandchecklist/> it contains a log which can be adapted to suit the circumstances of each unit to ensure that key touch-points have been cleaned.
- b) The required frequency of cleaning will be different for each activity and depend on the level of use.
- c) Arrangements must be made to collect and safely dispose of waste which is potentially contaminated (e.g. used tissues, paper towels, wipes etc.).

2.5 Scheduling of Activities

- a) Appropriate records should be used to clearly show what activities are using what facilities at what times.
- b) The principle of “**come in, attend activity and leave**” should apply.
- c) There should be a minimum of a 15 minute interval between groups of participants departing having completed an activity and the next group arriving, to allow for cleaning and ventilation of the space. This will also help to avoid groups over-lapping.
- d) Attendance will be limited to essential personnel and will be recorded by the relevant **FleadhFest** personnel at all times for contact tracing purposes. Records should at all times be kept in accordance with GDPR guidelines.

2.6 Check-in Process

- a) **FleadhFest** must set up check-in procedures appropriate to its activities which allow for:
 - checking that each attendee has submitted a properly completed Covid-19 Questionnaire; and
 - recording attendances in a manner that will facilitate contact tracing, should it be required.
- b) Parents/guardians must not approach check-in areas unless absolutely necessary and, if they do, they must adhere to physical distancing guidelines at all times.

2.7 Protocol if Someone Becomes Unwell

- a) An adult who becomes unwell at a **FleadhFest** activity must leave the facility immediately. If this is not possible the isolation space should be utilised.
- b) A child who becomes unwell at a **FleadhFest** activity must be escorted to the isolation space immediately by a Covid Supervisor and one other adult. The child's parent/guardian must be contacted immediately. If this protocol requires those present to be in close proximity indoors, everyone present should wear a face mask. The relevant Covid Supervisor and one other adult must stay for the duration of each activity in which children participate in case a child requires isolation. The isolation space must be deep cleaned after being used.
- c) The organising units "CHILD PROTECTION POLICY" documents should be amended to include 2.7 (b)

2.8 Contact Tracing

- a) **FleadhFest** must make appropriate arrangements to record attendances at each of its activity in a manner which will facilitate contact tracing by the HSE.
- b) Covid Supervisors will provide contact details of attendees at any activities arranged by their units when requested by HSE contact tracers, as permitted by the relevant Covid-19 Questionnaire.
- c) The contact tracing log period of retention is a minimum of 2 weeks post event. Records should then be destroyed in compliance with GDPR guidelines.

2.9 Communication

- a) **FleadhFest** must ensure that a copy of these guidelines is available in digital or hard copy form to anyone attending a **FleadhFest** facility or a **FleadhFest** activity.
- b) **FleadhFest** must communicate any amendments of these guidelines to anyone attending a **FleadhFest** facility or a **FleadhFest** activity.

2.10 Registration/Gatherings

- a) Eliminate all non-essential gatherings and put robust control measures in place for essential interaction.
- b) Registration and Questionnaire completion should be held online where possible. If not they should be held in spaces that allow for compliance with Government physical distancing guidelines - currently 2 metres.

3 COVID-19 GUIDANCE SPECIFIC TO FLEADHFEST ACTIVITIES

3.1 Wind Instruments

- a) There is a higher level of risk with regards to wind instruments (i.e. Whistle and Flute), so the physical distancing must be greater than recommended guidelines.
- b) Be aware that aerosol production (droplets) comes from both mouthpiece and end of instrument so keep this in mind when seating your students.
- c) Musicians must be forward facing.
- d) Encourage sanitation of instruments after performance.
- e) Discourage musicians from blowing through their instrument to unclog them, as this affects the distance that droplets can travel.
- f) Any indoor space for performances must be well ventilated.

3.2 Singing

Singing may pose a higher level of risk and special consideration should be given to singing activities. If singing classes do take place, then the following must be strictly adhered to:

- a) There is a higher level of risk with regards to singing so the physical distancing must be greater than recommended guidelines.
- b) Performers will need to sing forward-facing and not facing people.
- c) Any indoor space for performances must be well ventilated.

3.3 Dancing

- a) All dance activities must ensure that their activities are consistent with Government/HSE guidelines in relation to physical distancing.
- b) Dancers should avoid hand contact (unless from the same household).
- c) Treat each team as a bubble and therefore the group members should remain consistent.
- d) Sean Nós dancers should be forward dancing and ensuring physical distancing at all times.
- e) Any indoor space for performances must be well ventilated.

6. LEAD COVID SUPERVISOR (LCS) APPOINTMENT FLEADHFEST 2021

Lead COVID Supervisor – (LCS)

Name: _____

(The LCS must be over 18 years of age)

Address: _____

Email: _____ Telephone _____

SIGNED:

FleadhFest: _____

Dáta: _____

LCS: _____

Dáta: _____

7. COVID-19 SUPERVISOR APPOINTMENT FLEADHFEST 2021

COVID Supervisor (CS)

Name: _____

(The **COVID Supervisor** must be over 18 years of age)

Address: _____

Email: _____ Telephone _____

SIGNED:

FleadhFest: _____

Dáta: _____

Covid Supervisor: _____

Dáta: _____

**This checklist resource is intended to assist FLEADHFEST organisers
in preparing for FLEADHFEST activities.**

<u>CHECKLIST</u>	<u>YES</u>	<u>NO</u>
FleadhFest Covid-19 Guidelines available to organisers and volunteers.		
Lead Covid-19 Supervisor (LCS) and Covid-19 Supervisors appointed.		
Covid-19 Questionnaires issued and returned.		
Cleaning and sanitizing equipment available.		
Adequate space to abide by social distancing guidelines.		
Contact tracing measures put in place.		
Cleaning checklist in place.		
Isolation spaces identified at facilities.		