

## SAFETY PLAN TEMPLATE (INCLUDING RISK ASSESSMENT)

### HOW TO USE THIS DOCUMENT

This document is intended as a Template Document to assist Clubs in preparing a COVID-19 Safety Plan. The COVID-19 Safety Plan outlines how clubs will manage training and club activities in order to minimise the spread of COVID-19 and safeguard their attendees from the risk of infection. The COVID-19 Safety Plan allows the Club to:

- Demonstrate compliance with government and Health Authority guidance
- Identify and outline specifics arrangements to managing the risks of COVID-19 at their club
- Delineate key roles and responsibility with respect to managing against COVID-19

Clubs should complete each section in as much detail as possible:

- **Green text boxes** are provided in each section with details of the requirement and actions for completing that section. See example below.

<b><u>Requirement</u></b>	<i>Please include details on....</i>
<b><u>Action</u></b>	<i>Sample headings have been provided in red font for clubs to aid in the completion of this section. Additional headings may be inserted as required. Any control measures must be edited as applicable to your Club.</i>
	<i>Delete this box when the section has been filled in.</i>

- Sample text to aid in the preparation and completion of the COVID-19 Safety Plan has been provided in **red font**. Your club should review and edit the text in red font as applicable to your club situation.
- All other text in black font is universal /agreed standard text which should be included in your plan.
- If a section is not applicable to you, please delete content and input 'Not Applicable'.

This document should be treated as a live document and updated in line with best practice and as new government advice is released. The document contains links to relevant government advice. It is the responsibility of each club to ensure they are up to date with all government guidance. The Club's Safety Team will review this plan regularly.

Ireland is moving from a short-term emergency response approach to a medium-term approach to managing risk and repairing the damage that COVID-19 has inflicted on society. You can view the measures that form part of the Irish Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19 [here](#). For Northern Ireland, the latest information is available [here](#) along with the recently published pathway out of restrictions available [here](#).

Special Olympics Ireland will keep you updated on any changes that may impact your activities.

# **COVID-19 SAFETY PLAN**

**XXXXXX SPECIAL OLYMPICS CLUB**

**DATE:**

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## 1. BACKGROUND

### 1.1 COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by Severe Acute Respiratory Syndrome Coronavirus2 (SARS-CoV-2). Most people (8/10) infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

### 1.2 HOW DOES IT SPREAD?

The virus is spread from people in fluid and droplets scattered from the nose or mouth of an infected person when that person coughs, sneezes, or speaks. The droplets can land on surfaces, and other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands. Although spread is more likely to occur through close contact with someone who is already infected with the virus.

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Simple household disinfectants can kill the virus. Surfaces should be cleaned first and then disinfected.

### 1.3 IDENTIFYING SYMPTOMS

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19.

- |                          |                       |
|--------------------------|-----------------------|
| ➤ Cough                  | ➤ Runny Nose          |
| ➤ Difficulty Breathing   | ➤ Flu like symptoms   |
| ➤ Fever/High Temperature | ➤ Rash                |
| ➤ Sore Throat            | ➤ Loss Of Smell/Taste |

It is important to note that some people infected with the virus, so called asymptomatic cases, can demonstrate no symptoms at all, yet can infect others. People who are showing these symptoms must not show up to training, self-isolate and report to their doctor for future information on COVID-19 testing.

### 1.4 PUBLIC HEALTH AUTHORITY GUIDELINES

To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water or clean them with alcohol-based hand rub.
- Maintain at least 2 metre distance between you and another person.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.

## 2. INTRODUCTION

### 2.1 SCOPE

The Return to Activities Protocol and the guidelines outlined in this document are created to be implemented in response to COVID-19. The main objective is the safe return to activities for all attendees.

Special Olympics Ireland has developed the Protocol based on the advice issued by the government departments, National Public Health Emergency Team (NPHE), the Health Services Executive (HSE), the Public Health Agency (PHA) Northern Ireland, the World Health Organisation (WHO), and the European Centre for Disease Control (ECDC), Sport Ireland and Sport NI. Special Olympics Ireland has also taken on board advice received from Special Olympics International and the National Governing Bodies of Sport. It should be noted that this is a living document and may be revised following updated advice from the above organisations.

### 2.2 REFERENCE DOCUMENTS

<b><u>Requirement</u></b>	<i>Please include details of the reference documents used by the Club to complete this COVID-19 safety plan.</i>
<b><u>Action</u></b>	<i>A sample list of reference documents which the Club may have used to complete this plan has been listed below in red font. Please delete any references which were not used and include any additional references which may have been used by the Club but are not be listed in the sample list below. Delete this box when the section has been filled in.</i>

In undertaking our club assessment, reference has been made to the following guidance documents:

- Government Departments in the Republic of Ireland / Northern Ireland Executive
- Health Service Executive (HSE) / Public Health Agency (PHA)
- Irish Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19.
- Northern Ireland Executive's 'Pathway out of restrictions'.
- Health and Safety authority (HSA)
- Health Protection Surveillance Centre (HPSC)
- DBEI Return to Work Safely Protocol
- NSAI COVID-19 Workplace Protection and Improvement Guide
- WHO Getting your workplace ready for COVID-19
- ECDC Technical Report – Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-Cov-2

The recommendations outlined in this document are in line with above guidance documents as well as government guidelines in place at the time of writing. This document is a live document and will be updated as new information and guidelines are issued.

### 2.3 TERMINOLOGY

Throughout the document attendees and staff are referenced in the following context:

- **Attendees:** any individual present within the activity space (e.g. sports hall, meeting room, and outdoor field of play). This will include athletes, coaches and volunteers and may include parents / guardians / carers where their presence is required.
- **Staff:** Under the Return to Work Safely Protocols any clubs who employ staff will need to conduct an additional Covid-19 specific risk assessment which underlines the risks specific to the workplace to enable an organisation to then set out appropriate preventative and protective measures that can be put in place to minimise those risks. More information can be found here:
  - ([https://www.hsa.ie/eng/topics/covid-19\\_coronavirus\\_information\\_and\\_resources/](https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/))
  - (<https://www.hseni.gov.uk/news/coronavirus-covid-19-health-and-safety-work>).

## 2.4 INTRODUCTION TO THE CLUB

**Requirement** Please include a brief description of the club.

**Action** Please complete the table below. When confirming the sports and programmes at your club, please delete the text as applicable to your club.  
Delete this box when the section has been filled in.

<b>Club Name</b>	
<b>Club Contact Details</b>	
<b>Name Of Training Venue</b>	
<b>Address Of Training Venue</b>	
<b>Number Of Attendees ( Members)</b>	Athletes _____ Volunteers _____
<b>Sports At The Club</b> <i>(Please delete sports as appropriate)</i>	The following sport(s) are available at the club: ➤ Alpine skiing ➤ Athletics ➤ Badminton ➤ Basketball ➤ Bocce ➤ Bowling ➤ Equestrian ➤ Floorball ➤ Football ➤ Golf ➤ Gymnastics ➤ Kayaking ➤ Pitch and putt ➤ Swimming ➤ Table tennis
<b>Other Activities</b> <i>(Please delete programmes as appropriate)</i>	The following programmes are available at the club: ➤ Motor Activities Training Programme ➤ Young Athletes Programme ➤ Athlete Leadership Programme ➤ Health Promotion Programme
<b>Day &amp; Time Of Sessions</b>	

### 3. ROLES & RESPONSIBILITIES

**Requirement** The Club must set out the key management personnel including their roles and responsibilities with respect to COVID-19 e.g. Club Management Team, COVID-19 Safety Team, COVID-19 Coordinator, COVID-19 Activity Leads, First Aiders, Head Coaches.

**Action** Please complete the table below. Clubs must also include nominated persons in the contacts table in the Appendices.  
Delete this box when the section has been filled in.

[illegible]

Please see overleaf detailed descriptions of the specific COVID-19 management roles.



- Note 1:** *When appointing your Coordinator please consider the following:*
- *If appropriate and the person is willing, your Club Safeguarding Officer may be suitable for this role since the key focus will be on the health, safety and wellbeing of club members. However, at a minimum, it is advisable this person is on the COVID-19 Safety Team.*
  - *From time to time, your club may need to contact the Regional Director in the Regional Office (as first option) or Special Olympics Ireland's COVID-19 Compliance Officer in relation to COVID-19 queries. Alternatively, we may need to contact you. Please consider, if appropriate, appointing your Safeguarding Officer as this point of contact for COVID-19 related queries. We see this as a good fit and one that will support communications on safeguarding now and into the future.*
  - *Your clubs may also wish to establish if there is a club member with relevant or specialist training/experience or knowledge that might join the COVID-19 Safety Team.*
- Note 2:** *When establishing your COVID-19 Safety Team a maximum of 6 individuals is recommended to be effective and efficient – for some clubs this will be a smaller team. Team composition might include the Safeguarding Officer, one or more COVID-19 Activity Lead(s), a Club Management Team member or a First Aid Responder or perhaps a club member that may be familiar with implementing procedures through their workplace experience.*
- Note 3:** *The number of COVID-19 Activity Lead(s) will be proportional to the size of the club, the number of teams and number of athletes. We recommend that this individual is a volunteer other than the coach. The COVID-19 Activity Lead(s) should work in close collaboration with the coach and must be present at the activity/training session.*
- Action** *Please ensure that your teams are familiar with their roles as set out below.  
Delete this box once reviewed.*

### 3.1 CLUB MANAGEMENT TEAM

The Club Management Team shall:

- Appoint a COVID-19 Coordinator
- Oversee the establishment of a COVID-19 Safety Team
- Oversee the planning for the safe return to activities for the club
- Support the work of the COVID-19 Safety Team e.g. with club communications to and from members, procuring of PPE and implementation of the COVID-19 Safety Plan

### 3.2 COVID-19 SAFETY TEAM

The COVID-19 Safety Team shall:

- Ensure COVID-19 Risk Assessment is carried out
- Ensure COVID-19 Safety Plan is prepared
- Ensure adequate controls and procedures are in place at all times
- Revise/update the above when new information becomes available from government and Health Authorities
- Support the COVID-19 Coordinator and Activity Lead(s) in their role; to ensure hygiene and physical distancing guidelines are being adhered to by all individuals in attendance

### 3.3 COVID-19 COORDINATOR

The COVID-19 Coordinator shall undertake the following duties:

- Lead the COVID-19 Safety Team
- Ensure that a COVID-19 Activity Lead(s) is appointed for each club training session/activity
- Receive updates from COVID-19 Activity Lead(s) on activities

- Lead the development of the COVID-19 Safety Plan and support the team in carrying out the Risk Assessment (please see appendices for templates)
- Implement procedures for club activities and for the participation of members to return to club activities in line with forthcoming guidance from Special Olympics Ireland and published guidance from government.
- Keep updated with ongoing government, Health Authority and Special Olympics Ireland advice and update the procedures accordingly
- Communicate with members on latest updates and changes to training and club activities
- Develop an emergency response in line with government, Health Authority and Special Olympics Ireland advice for a suspected COVID-19 case
- Ensuring that all management and club members are provided with and participate in necessary induction, training, and ad-hoc briefings.
- Co-ordinate ad-hoc briefings when required to communicate messages about good hygiene, respiratory etiquette and physical distancing
- Ensure all attendees have returned their Pre-Return Self Declaration Form. These shall be provided to the club by Special Olympics Ireland
- Ensure that each COVID-19 Activity Lead carries out pre-session inspections to ensure safe equipment including personal protective equipment, where necessary
- Ensure signage and information relating to COVID-19 symptoms and hygiene requirements are in place
- Ensure action checklists for the COVID-19 Activity Lead(s) are completed
- Address any club member concerns
- Report regularly to the COVID-19 Safety Team and to the Club Chairperson
- Engage with fellow COVID-19 Officers within their sport and community for support and to ensure that best practice guidelines are being adhered to

### 3.4 COVID-19 ACTIVITY LEAD(S)

COVID-19 Activity Lead(s) will carry out the monitoring of compliance with protocols as set out in the **Return to Activities Protocol** at the particular club session or activity to which they have been appointed as the Lead.

The COVID-19 Activity Lead(s) shall:

- Ensure athletes and club members are aware of COVID-19 and the clubs' procedures
- Monitor activity to ensure physical distancing and hygiene rules are followed, including disinfecting sports equipment
- Complete the action checklist (weekly, monthly), retain completed checklist as record of activity and provide confirmation of completion of task to the COVID-19 Coordinator
- Keep updated with all new government, Health Service Executive/Public Health Agency and Special Olympics Ireland guidelines
- Report to the COVID-19 Coordinator with any updates
- Review the Pre-Return Self Declaration Form that must be completed by those who intention is to return activity/training session, i.e. attendees
- Maintain confidentiality of suspected cases
- Provide safe equipment including personal protective equipment, where necessary
- Follow protocols for persons showing symptoms of COVID-19
- Maintain a record of all attendees at each session to facilitate contact tracing should there be a confirmed case of COVID-19
- Keep in contact with any member with a suspected case and attain confirmation from a medical professional that it is safe to return to play
- Give advice in instances where non-compliance with physical distancing, respiratory etiquette and hygiene rules are observed

### 3.5 ROLE OF COACHES / VOLUNTEERS

Coaches and volunteers have a responsibility to ensure that training activities and club operations do not cause unnecessary risks to athletes and the wider community. They shall achieve this through:

- Liaising with the nominated COVID-19 Activity Lead(s), if not acting in this position
- Participating in COVID-19 training as required
- Planning training activities to align with those permitted at any given time
- Educating teams and reinforce good personal hygiene and etiquette, physical distancing and handwashing

All volunteers should inform the Club Coordinator or Activity Lead if they become unwell outside of Club activity; and if they have or are suspected of having COVID-19.

### 3.6 ROLE OF PARENTS / GUARDIANS / CARERS

All parents/guardians/carers / athletes to be reminded that they MUST stay at their home / place of residence, if they are sick or showing signs and symptoms of COVID-19. Common signs & symptoms of coronavirus include:

- A fever (high temperature of 37.5° C or above)
- A cough - this can be any kind of cough, not just a dry cough
- Shortness of breath or breathing difficulties
- Loss of sense of smell or taste

In such circumstances, the individual should telephone their GP for advice.

Parents/guardians/carers should inform the Club COVID-19 Coordinator/Activity Lead if the athlete becomes unwell outside of Club activity and has or is suspected of having COVID-19.

#### 3.6.1 PRE- TRAINING

All Parents/Guardians/Carers are required to:

- Ensure that they and are fully aware of the guidelines on the Return to Activities Protocol
- Complete the Sport Ireland COVID-19 eLearning Course
- Complete the pre-return self-declaration form in advance of the first club session and return it to the COVID-19 Coordinator via email 3 days before your return
- Only those attendees that return the pre-return self-declaration form will be permitted to attend the session.
- Continue to monitor their athletes temperature before each training session
- Inform the COVID-19 Coordinator or Activity Lead of any change in their athletes health
- Travel to training with members from their own house/place of residence
- Ensure that the athlete has washed their hands before travelling to training
- Ensure that the athlete attends club dressed for training, with a water bottle & all personal items labelled
- Encourage their athlete to use the bathroom prior to leaving home to minimise the use of bathrooms within the training venue
- Please bring hand sanitiser / wipes for your athlete if deemed appropriate
- Parents / Guardians / Carers should adhere to the physical distancing guidelines when dropping their athlete at club facility. Drivers must drop off their athlete and leave or wait in their cars. Parents / Guardians / Carers will only be permitted to remain on site at the session if there is a defined need to support their athlete i.e. bathroom use

#### 3.6.2 DURING TRAINING

Parent/Guardian/Carer should inform their athlete that they:

- Must use their own water bottle at all times
- Cough or sneeze into their bent elbow or tissue. If using tissues throw it in the rubbish bin and wash their hands
- Must refrain from shaking hands, high fives or hugs. Use bowing and foot bump instead

- Follow instructions from their coaches & volunteers about keeping their distance

### 3.6.3 POST TRAINING

- Athletes must leave immediately after training with members from their home / place of residence
- Parent/Guardian/Carer should collect their athlete on time from the collection area as advised by the club & avoid any physical contact with others
- Athletes must wash their hands & shower at their home / place of residence
- Parent/Guardian/Carer should ensure that all personal gear and equipment is taken away with them and appropriately cleaned prior to the next club session

### 3.7 ROLE OF ATHLETES

Athletes of the clubs have a responsibility to act in a safe and respectable manner while at training or club activities. Failure to do so could result in the formation of clusters at the club endangering the wider community.

All athletes should be advised to:

- Complete a Pre-Return Self Declaration and COVID-19 Code of Conduct Form and send to COVID-19 Coordinator / COVID-19 Activity Lead(s) via email a minimum of 3 days before returning
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing
- Do not attend club activities if they feel unwell
- Participate in the induction, and any training provided by the club
- Adhere to practice a high level of personal hygiene and social distancing
- Be open and honest if they have been in contact with a COVID-19 case or suspected case
- When attending club activities to bring own drinking bottle and any other equipment required
- Agree to only share when instructed to and ensure prior to use ensure it is disinfected
- In travelling to club activities ensure to only travel with individuals from own place of residence and if public transport is utilised to adhere to government requirements
- Keep a contact log of direct contact with other people and ensure their next of kin is on file
- Athletes should inform the Club COVID-19Coordinator/Activity Lead or their Coach, if they become unwell outside of Club activity; and if they have or are suspected of having COVID-19.
- Following suspicion or confirmation of COVID-19, provide a self-declaration or return to activities letter from the Doctor
- Following recovery from the illness, provide a return to activities letter from their Doctor

### 3.8 CONFIDENTIALITY

It is expected that all key management personnel will:

- Ensure every attempt is made to maintain confidentiality when liaising with members regarding their health declarations and club contact logs
- Maintain confidentiality of suspected cases - The club must act, in as far as reasonably possible, assure members who might have symptoms that their confidentiality would be protected if they declared the same or become unwell at training.
- The club will notify local Health Authorities of any case of COVID-19 in the manner prescribed by the Health Authority
- Any conflict resolution or disciplinary process required within a club will be dealt with by a limited number of people to ensure confidentiality.

## 4. RISK ASSESSMENT

**Requirement:** *A specific COVID-19 Risk Assessment must be documented for your club.*

**Note:** *The risk assessment is separated into two categories, as follows:*

- i. Special Olympics Ireland has provided a Sample Risk Assessment for clubs which is provided in the appendices. The Sample Risk Assessment includes Universal risks which could be applied to any club.*
- ii. An assessment of Site Specific risks must be carried out by clubs to identify risks which are unique to their own facilities and organisation based on defined aspects, i.e. venue / training facilities, access and egress to playing areas, communal spaces, communication methods etc.*

**Action:** *A methodology for carrying out a risk assessment is provided in this section. Sample text has been provided in red font which must be reviewed and edited as appropriate to your club.*

*Clubs must complete a Risk Assessment for COVID-19 to include Universal & Site Specific Risks.*

*Delete this box when the section has been filled in.*

### 4.1 RISK ASSESSMENT METHODOLOGY

#### 4.1.1 IDENTIFICATION OF RISK

A **hazard** is something that can cause harm. A **risk** is the chance or likelihood, high or low, that any hazard will actually cause somebody harm.

The first step in the process is to identify those hazards that present a risk of a spread of infection between persons. The hazards will typically be either management issues (e.g. poor sanitation practices), physical features which act as shared touchpoints which will allow the spread of the virus, or physical features which do not allow adequate physical distancing between persons.

The identification of hazards is based on assessment against the recommendations in the relevant guidance documents from the Health Authorities, Government, other National Governing Bodies and Special Olympic Ireland's Return to Activities Protocol as applied to the club having regard to the application of judgement and common sense to the particular circumstances.

#### 4.1.2 INSPECTION METHODOLOGY

The Risk Assessment was undertaken after an inspection of **club facilities / areas of the venue used by the Club for training**. The inspection included any observations of **physical limitations or installations, cleaning methods, specific venue practices, administrative processes and so forth**.

**The inspection also included communication with the venue owner's / management taking into account a multi-use environment where other activities may also be taking place e.g. Leisure Centre.**

#### 4.1.3 WHO IS AFFECTED BY THE RISK

Abbreviations used in the 'To Whom' column of the sample risk assessment relate to:

- P = Public
- A = Attendees  
Any individual present within the activity space. This will include athletes, coaches and volunteers and may include parents / guardians / carers where their presence is required
- O = Other Persons

Any facility or venue staff or contractors who access the activity space for the purposes of providing essential services

#### 4.1.4 EVALUATION OF RISK

The second step carried out in the process was the evaluating each risk items using the following steps:

- 1 Assigning an Occurrence Rating to the Risk Item (Probability (Frequency) Factor)
- 2 Assign an Impact Rating to the Risk Item (Impact Factor)
- 3 Assign an overall score to the Risk which is product of the Probability and Impact rating to give an overall Exposure Rating

#### **Probability (Frequency) Factor**

The probability factor is judged by reference to the likelihood of the Risk Item occurring in accordance with the following scoring criteria:

	Rating	Definition
1	Rare/Remote	Not Likely to Occur
2	Unlikely	Unlikely, although conceivable
3	Possible	Could occur sometimes
4	Probable	Could occur quite easily
5	Almost Certain	Likely to occur

#### **Impact Factor**

Impact Scoring is based on the anticipated severity of the outcome. In scoring impact, the Risk Item is graded from 1 to 5, with 5 indicating the most serious outcome and 1 the least severe outcome.

The scoring criteria are as follows:

	Rating	Definition of the impact
1	Insignificant	Escape / negligible harmed, insignificant impact, no measurable losses.
2	Minor	Minor injury, moderate loss to equipment / finances etc. but recoverable.
3	Moderate to significant	Injury, Moderate to significant impact, Delays to operations.
4	High	Major injury, high impact, substantial loss to the club but able to recover, Delays to operations.
5	Catastrophic	Major injury including possible deaths, catastrophic impact, potential for major operational or revenue loss, reputational damage.

#### **Exposure**

The product of the two scoring outcomes provides an overall Exposure Rating based on the following table:

Probability (Frequency) Factor X Impact Factor = Exposure Rating

			IMPACT FACTOR				
			CATASTROPHIC	HIGH	MODERATE TO SIGNIFICANT	MINOR	INSIGNIFICANT
			5	4	3	2	1
PROBABILITY FACTOR	ALMOST CERTAIN	5	25	20	15	10	5
	PROBABLE	4	20	16	12	8	4
	POSSIBLE	3	15	12	9	6	3
	UNLIKELY	2	10	8	6	4	2
	RARE	1	5	4	3	2	1

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

EXPOSURE RATING	KEY TO SHADING		
15 - 25	Level of risk is unacceptable. The objective is to reduce the level of risk: ➤ Completely or ➤ Immediately or ➤ To a tolerable /acceptable level.	High	High Priority
8 - 12	Level of risk may be tolerable. The objective is to reduce the level of risk: ➤ Completely or ➤ Within a reasonable timeframe or ➤ To a tolerable /acceptable level.	Medium	Moderate Priority
1 – 6	Level of risk is tolerable or acceptable level. No action required to reduce the risk	Low	Low Priority

#### 4.1.5 CONTROL MEASURES

By identifying and examining the hazards within the club we can ensure that the club responds to the risk they present by putting effective measures (or controls) in place to deal with them. Each hazard will be different and will have a different risk level and therefore the response to each will be different too.

When responding to an identified risk there are 4 broad responses:

1. **Transfer** - Pass on to someone else, e.g. insurance company.
2. **Treat** - Take action to reduce the probability of the risk occurring or the impact of the risk should it occur.
3. **Tolerate** - Perhaps because nothing can be done at a reasonable cost to mitigate the risk, although the risk should be monitored to ensure it remains tolerable.
4. **Terminate** - Eliminate the risk perhaps by amending procedures/ processes.

The control measures, indicated within the fourth column of the sample risk assessment, and further detailed in Section 5.0, named 'Control Measures for identified hazards', are considered to be reasonably practicable measures to reduce the exposure rating of the identified risks.

#### 4.1.6 RESIDUAL RISK

The residual risk is the level of the remaining risk produced when proposed control measures have been applied. It is necessary to ensure that the risk control measures are fully implemented to achieve these levels.

Probability (Frequency) Factor X Impact Factor = Exposure Rating

#### 4.1.7 RISK ASSESSMENT RESULTS

The COVID-19 Coordinator has completed a Risk Assessment for COVID-19. This risk assessment was completed in consultation with the Club COVID-19 Safety Team and venue owners / management. Results of club's COVID-19 risk assessment has been recorded in the appendices of this plan.

For example:

HAZARD RISKS	EFFECT OF THE HAZARD	WHO MAY BE AT RISK	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED	RESIDUAL RISK		
			PROBABILITY	IMPACT	EXPOSURE			PROBABILITY	IMPACT	EXPOSURE
Lack of Information	Serious Illness  Spread of Virus	P, A, O	4	3	12	<ul style="list-style-type: none"> <li>➤ Provide COVID-19 Induction training to all members before they return to the training.</li> <li>➤ Update all relevant documents and communicate the updated information.</li> <li>➤ Provide signage in key locations.</li> <li>➤ COVID-19 Safety Team, Coordinator and Activity Lead(s) to check daily updates from the Government.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Encourage all members to follow news and guidelines provided by HSE <a href="http://www2.hse.ie/coronaviruses/">www2.hse.ie/coronaviruses/</a> or <a href="https://www.publichealth.hscni.net/news/covid-19-what-situation-northern-ireland">https://www.publichealth.hscni.net/news/covid-19-what-situation-northern-ireland</a></li> <li>➤ Perform regular orientation / induction talks and briefings to remind members of current protocols, and new updates.</li> </ul>	4	1	4

Primary Exposure Rating Based On No Controls =

$$\frac{\text{Probability}}{4} \times \frac{\text{Impact}}{1} = \frac{\text{Exposure}}{4} \quad \text{Medium Risk}$$

Taking in account the existing measures in place and the additional actions undertaken by the club to reduce the risk we now calculate the residual risk. In this case the control measures have lowered the impact of the risk:

$$\frac{\text{Probability}}{4} \times \frac{\text{Impact}}{1} = \frac{\text{Exposure}}{4} \quad \text{Low Risk}$$



## 5. CONTROL MEASURES FOR IDENTIFIED HAZARDS

<b><u>Requirement</u></b>	<i>Clubs must detail the control measures in place for the return and continuation of activities based on the outcome of their risk assessment.</i>  <i>The SOI Return to Activities Protocol document should be referred to, to aid the club in the completion of this section.</i>
<b><u>Action</u></b>	<i>Sample headings have been provided in red font below for clubs to aid in the completion of this section. Additional headings may be inserted as required. Any control measures must be edited as applicable to your club.</i>  <i>Delete this box when the section has been filled in.</i>

The COVID-19 Safety Team and the respective COVID-19 Coordinator and COVID-19 Activity Lead(s), hereinafter referred to as the COVID-19 Response Team have addressed the following areas within this plan:

- **Personal hygiene & etiquette**
- **Cleaning to prevent contamination**
- **Training numbers & permitted activities**
- **Use of PPE**
- **Training & communication**
- **Returning to activities**
- **Physical distancing**
- **Use of facilities**
- **Catering & refreshment facilities**
- **Conflict resolutions**
- **Disciplinary actions**
- **Contact log**
- **Covid-19 action list / check list**

### 5.1 PERSONAL HYGIENE & ETIQUETTE

<b><u>Requirement:</u></b>	<i>Clubs should include measures for advising, implementing, and controlling personal hygiene and etiquette in line with Government and Health Authority advice. This may include –</i> <ol style="list-style-type: none"><li><i>1. Measures for Preventing the spread of infection</i></li><li><i>2. Hand Hygiene &amp; Respiratory Etiquette</i></li><li><i>3. Physically Distancing Etiquette</i></li></ol>
<b><u>Action:</u></b>	<i>Sample text has been provided in red font for clubs to aid in the completion of this section. Clubs hiring facilities may want to consult with the venue's management on the sanitation measures in place. Additional measures may be inserted as required. Control measures must be edited as applicable to your Club.</i> <i>Delete this box when the section has been filled in.</i>

The club has put in place the following measures for advising, implementing, and controlling personal hygiene and etiquette:

#### **1. Measures for preventing the spread of infection**

The following items are in place:

- **Appropriate hygiene facilities are in place**

- Hand sanitisers/hand wipes and/or hand washing facilities are readily available
- Bins/bags for disposal of tissues are available
- Bins to be emptied at regular intervals
- Disinfectant is readily available to allow members to clean areas and equipment
- A No-Hand Shaking / Physical Greeting Policy is put in place

Attendees are advised to:

- Avoid close contact with anyone who has a fever and cough
- Refrain from shaking hands or offering other forms of physical greeting
- Not touch their eyes, nose or mouth if their hands are not clean
- Not share objects that touch their mouth, for example, bottles, cups etc.

## 2. Maintain hand hygiene and respiratory etiquette

Hand hygiene and respiratory etiquette should be maintained at all times and attendees will be reminded of this at each session. Attendees will be reminded to:

- Wash hands with soap and warm water
  - after coughing or sneezing
  - If they've had contact with a person who is displaying any COVID-19 symptoms
  - before and after being on public transport
  - before and after being in a crowd
  - when arriving and leaving areas
  - when hands are dirty
  - after toilet use
- Cover their mouth and nose with a tissue or their bent elbow when they cough or sneeze
- Not shake hands as a greeting or celebration

## 3. Physical Distancing Etiquette - Members are expected to:

Attendees will be reminded to:

- Avoid physical greetings while remaining courteous to others.
- Respect the personal space of others by keeping a 2m distance from them where practicable.
- Where possible a one-way system will be used for routes in and out of the venue.
- Walk in single file in walkways if there are others travelling in the opposite direction.
- Avoid stopping for conversations in walkways.
- Respect other people's possessions keep your own water bottle, hand sanitiser etc.

In multi-use environments (e.g. Leisure Centre) attendees will be made aware of the following:

- When passing within 2m of another person, do so briskly.
- When in a passageway wide enough for one person only, stand back and allow the other person to pass if they were on the route before you.
- When using common toilet facilities, persons should, where possible, avoid using the sink or urinal directly beside one which is in use by another person. Toilet use will be limited to one person at a time, where possible.

## 5.2 CLEANING TO PREVENT CONTAMINATION

**Requirement:** Clubs should include details of the measures and procedures which will be implemented for enhanced cleaning in line Government and Health Authority advice. This may include –

1. General Cleaning Protocols
2. Cleaning after a Suspected case
3. Cleaning the Club Office
4. Cleaning of Sanitary Facilities
5. Cleaning of Changing Rooms Facilities
6. Cleaning of high touch points between Training Sessions
7. Cleaning procedures for balls and sports equipment

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Additional measures & procedures may be inserted as required. Control measures must be edited as applicable to your Club.

Delete this box when the section has been filled in.

The Club has the following measures and procedures in place for enhanced cleaning to prevent contamination.

### 1. General Cleaning Protocols

The club will endeavour to clean common areas and touchpoints as and when their use is permitted including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Light Switches
- Communications equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points
- Welfare facility areas and first aid kits
- Balls and training equipment

### 2. Cleaning After A Suspected Case

The cleaning of areas where a suspected case has come in contact has been detailed later in this document – please refer Section 6 of this document.

### 3. Cleaning The Club Office

The following measures and procedures are in place:

- The office area must be left clean and tidy at the end of every day by all users
- The office will be provided with hand sanitiser and wipes
- In the event that a confirmed case is found on the premises it will be fully sanitised

### 4. Cleaning Of Sanitary Facilities

The following measures and procedures are in place:

- Volunteers, COVID-19 Activity Lead(s), venue staff engaged in environmental cleaning should wear PPE when performing cleaning activities
- Cleaning equipment should be properly cleaned at the end of every cleaning section
- Hand hygiene should be performed each time PPE such as gloves are removed
- Waste material produced during the cleaning should be placed in the general waste receptacles

5. Cleaning Of Changing Rooms Facilities

The following measures and procedures are in place:

- Use of changing rooms and showers are currently restricted
- Changing rooms should be properly cleaned between each training session / use by a group
- Attendees are advised to come prepared for training to minimise the use of changing rooms

6. Cleaning Of High Touch Points Between Training Sessions

The following measures and procedures are in place:

- Cleaning of high touch items is advised between Training Sessions to reduce the risk of spread between pods and training groups

7. Cleaning Procedures For All Equipment (Including Sports Equipment)

The following measures and procedures are in place:

- Cleaning of all equipment including sports equipment to be undertaken before and after each training session
- Coaches will keep all equipment / equipment bags in between practices and sanitizes at the start and end of each session
- Volunteers and coaches are made aware of any damaging effects frequent use of some sanitizing products may have on certain forms of gear or equipment

### 5.3 TRAINING NUMBERS & PERMITTED ACTIVITIES

<b><u>Requirement:</u></b>	<i>Clubs should include measures for limiting the number of Attendees at training sessions. Clubs should also detail the activities permitted in the club at this time. Measures for minimising numbers at the club may include –</i> <ul style="list-style-type: none"><li>➤ <i>Scheduling training sessions</i></li><li>➤ <i>Reduced training numbers</i></li><li>➤ <i>Additional training session</i></li><li>➤ <i>Permitted training activities</i></li></ul>
<b><u>Action:</u></b>	<i>Please ensure that your teams are familiar with the SOI Return to Activities Protocol phases and Governmental advice at the time the Club resumes activities. It is the responsibility of each club to ensure they are up to date with all government guidance. Additional measures may be inserted as required. Clubs should note their proposed return to activities date.</i> <p><i>Delete this box when the section has been filled in.</i></p>

The following measures and procedures are in place for limiting the number of athletes at training sessions:

- The number of attendees (athletes and volunteers) in the club will be limited depending on the SOI Return to Activities Protocol phases and government advice at the time the club resumes activities. The club estimates they will be returning to training on \_\_/\_\_/\_\_\_\_
- Training session(s) arranged with attendees will strictly adhere to allocated dates and times for the session
- Use of changing rooms and showers are currently restricted
- Use of the venue is currently restricted except for controlled access to toilets and the isolation room if required
- Balls and equipment shall only be used when permitted to do so
- The number of persons using the same equipment is limited

#### 5.4 USE OF PPE

**Requirement:** *Clubs should include details on proposed use of Personal Protective Equipment. Including:*

- *Use of disposal gloves*
- *Use of face coverings*
- *Hand sanitiser*

**Action:** *Sample text has been provided in red font for clubs to aid in the completion of this section. Additional PPE may be inserted as required. Details must be edited as applicable to your Club.  
Delete this box when the section has been filled in.*

The following PPE is available for use at the Club's sessions.

##### Disposable Gloves

- Disposable gloves should be worn in medical settings or in instances where close contact between attendees is unavoidable
- Appropriate PPE gloves to be used when bringing out the bins

##### Face Coverings

Guidance on travel and face coverings/masks should be observed.

- Where physical distancing is not possible, cloth face coverings should be worn by coaches, volunteers and any other individual present
- Attendees may request face coverings and other personal protective equipment to protect them from infection during their session
- First aid responders or any attendees responding to a suspected case of COVID-19 should wear face coverings
- Any attendees feeling unwell during a session should be provided with a face covering
- Unless there is a safety concern however, children older than 13 years should be allowed to wear a face covering if they wish to
- Contractors / attendees carrying out essential services may request face coverings and other personal protective equipment to protect them from infection during their work

The Government has issued advice in relation to the use of face coverings/facemasks:

- Cloth face coverings are not suitable for children under the age of 13 and anyone who:
  - has trouble breathing
  - is unconscious or incapacitated
  - is unable to remove it without help
  - has special needs and who may feel upset or very uncomfortable wearing the face covering
- Do not criticise or judge people who are not able to wear a face covering

For full and up to date government guidance re the use of face coverings please see the link:

- <https://www.gov.uk/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>
- <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-face-coverings>

##### Hand Sanitiser

- Hand gels with at least 60% alcohol content can be used if soap and water are not available

## 5.5 TRAINING & COMMUNICATION

**Requirement:** Clubs should include details on how they will provide safety training for their COVID-19 Coordinator and Activity Lead(s), Coaches, Athletes and Parents/Guardians with respect to COVID-19. This may include:

- Briefings
- Induction Training
- Session briefings
- Signage
- Meetings (Virtual or physically distanced meetings)

Clubs should also outline methods by which training will be provided and means through which key messages will be communicated. This may include:

- Signage
- Email circulars
- Webinars
- WhatsApp groups
- Virtual or physically distanced meetings
- Verbally

Records of training should be maintained.

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Details of training and methods of communication must be edited as applicable to your Club.

Attendance at education and training to be logged and recorded.

Delete this box when the section has been filled in.

Safety Training will be provided for members of the club with respect to COVID-19 as follows:

### Induction

Induction training will be provided for all attendees prior to returning to activities respectively during the orientation and subsequent phases. This training will include the latest up-to-date advice and guidance on public health and guidance from SOI, including

- Hygiene techniques, respiratory and physical distancing etiquette
- Tips for travelling to and from training
- Changes to training and club practices
- What a person should do if they or a member of their family develops symptoms of COVID-19
- Details of how the club is organised to address the risk from COVID-19
- An outline of the COVID-19 response plan
- Identification of key personnel in the COVID-19 Response Team
- Any other relevant advice
- Attendance at education and training to be logged and recorded

### Signage

- Signage to communicate:
  - Changes to the environment and also to reinforce physical distancing, personal hygiene and etiquette to be installed
  - Ways in which they can prevent themselves from getting infected with COVID-19 and passing the virus to others
- Appropriate signage to be installed in key locations (entrances, circulation spaces, pitch side check-in areas, toilets, etc.)

### Communication

Communication surrounding the new procedures and safety measures in light of COVID-19 will include:

- Communication on:
  - Clinical features of COVID-19 and preventive measures, especially respiratory etiquette and hand-hygiene practices
  - Information on when not to attend a club sporting or non-sporting session
  - The criteria for asking individuals with symptoms to leave the venue or retreat to a designated area
  - Advising at-risk groups of participants not to attend the session noting the club's demographics (age and health)
  - Information on physical distancing
  - Information on the use of face coverings
  - The meaning and practical implications of quarantine, self-isolation and self-monitoring in the context of the club training e.g. not attending
  - All Attendees informed to bring their own water bottle, hand sanitiser, towel and own personal equipment (if applicable) to club session/s. Persons name should be placed on personal belongings
- Information on how athletes and volunteers will be notified of a case and COVID-19 situation where they are training

The club will also predetermine emergency contacts with their local health authorities

### Records of training

The club has asked all of its members to retain copies of their certs of completion for any COVID-19 training completed; should they be required at any time by the club.

## 5.6 RETURNING TO ACTIVITIES

**Requirement:** *Clubs should outline the process by which athletes can return to training safely in line with advice from Health Service Executive, Public Health Agency and any other Government advice. This may include:*

- *Pre-Return Self Declaration Form*
- *Notification of Training Times*
- *Training Environment*
- *Check-in Systems*
- *Actions when leaving training*

**Action:** *Sample text has been provided in red font for clubs to aid in the completion of this section. Details of training methods and processes must be edited as applicable to your Club.*

*Clubs must communicate with their venue / facility owners and ensure any Club measures are aligned with the plans and measures in place by the venue / facility.*

*Delete this box when the section has been filled in.*

Before returning to activities, each Attendee or an athlete's Parent/Guardian/Carer must undertake the following:

### Notification of Training Times

**Athletes will be advised:**

- In advance of their allocated day and time for training in order to limit the number of athletes arriving, at or leaving the session at any one time
- That the length of the session / activity may be shorter than previous sessions to limit the crossover of attendees if subsequent sessions are taking place
- To arrive \_\_\_ minutes before training is due to commence and leave directly after training
- All attendees should adhere to the dedicated session times so that everyone is aware exactly what time to enter and vacate the facility

#### Pre-Return Self Declaration & COVID-19 Code of Conduct Form

All attendees are required to:

- Complete a Pre-Return Self Declaration Form (see Appendices)
- Discuss with the COVID-19 Coordinator if they are a vulnerable person, if they live with a vulnerable person or if a person at their home / place of residence is a frontline worker
- Each subsequent training session all attendees check in on arrival to confirm that there is no change to medical status
- Athletes, Coaches and Volunteers will be expected to agree to and comply with a COVID-19 Code of Conduct (see appendices)

All attendees must inform the Club Coordinator or Activity Lead if they become unwell outside of Club activities or if they have / are suspected of having COVID-19. Guidance on what to do where an attendee suspects they may have COVID-19 or has been confirmed as having COVID-19 is included as an appendix in this document.

All declarations are private and confidential documents and will be treated in the highest regard.

#### Travelling to / arriving at club training

- Athletes will be advised to:
  - Arrive ready for activity i.e. dressed for training, with water bottle & all personal items labelled
  - Travel to training with members from their own house /place of residence
- Parents / Guardians / Carers must drop off their athlete and leave or wait in their cars
- If attendees park next to another car they should wait for the other person to exit or enter before doing so themselves

#### Check-In at the club activity or training session

- Attendees will be advised if there have been any changes to pedestrian routes and walkways.
- Attendees must go to the check-in area alone (if appropriate)
- Only **one** parent / guardian / carer should :
  - Escort the athlete to the check-in area if required where they will meet volunteers
  - Accompany the athlete and attend the session / activity where there is a defined need to support their athlete i.e. bathroom use
- Attendees must use hand sanitiser upon entering the training facility
- All Attendees must check in with their respective COVID-19 Activity Lead(s) at the designated check- in area located at \_\_\_\_\_, observing appropriate physical distancing while queuing, before commencing their activity
- Once the pre-return self-declaration has been accepted by the COVID-19 Activity Lead / Coordinator the athlete will then be accompanied by volunteers to the main training / activity area

#### Subsequent club activity or training session



- Prior to the session / activity each attendee must contact their COVID-19 Activity Lead by text, email or phone, to confirm if there has been any changes to their medical status as previously submitted on their self-declaration form
- The COVID-19 Activity Lead will inform attendees of the date / time / method each week to receive this communication
- All attendees must check in again on arrival at each session / activity and confirm there has been no change to their medical status

#### Training environment

The club and coaches will continue to:

- Communicate the new measures, responsibilities and requirements to the attendees
- Provide a briefing and walk-through at the start of each session to educate and reinforce the measures
- The venue's facilities other than toilets will be closed until permitted to open, athletes are advised to travel to and from training toggled out and ready to train
- Where physical distancing is not possible, cloth face coverings should be worn by coaches, volunteers and any other individual present

#### Leaving club training

- Attendees must use hand sanitiser upon leaving the session / activity
- All Attendees are advised to wash as soon as possible after training and to limit touching surfaces in their home / place of residence
- All attendees will be reminded that they should inform the COVID-19 Coordinator or Activity Lead of any change in their own or an athletes' health prior to arriving at a subsequent session

### 5.7 PHYSICAL DISTANCING

**Requirement:** Clubs should include measures that will be implemented to ensure physical distancing guidelines are adhered to. This may include:

- Training and communications
- Signage
- Ground Markings
- Restrictions on spectators and visitors
- Changes to walkways or access points
- Widening of gates or paths

**Note:** Consideration should be given to holding training in a closed session. Physical distancing of all attendees must occur if there is a requirement for them to be present.

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Details of training methods and processes must be edited / added as applicable to your club.

*Delete this box when the section has been filled in.*

Physical distancing measures for attendees taken to prevent the spread of COVID-19 will adhere to the guidance as set down by SOI in line with Government protocols. In addition to the measures listed above the club will also:

- Modify sports training and activities to meet physical distancing requirements
- Use physical guidance as appropriate (ropes, tape on floor, chalked areas, coning off areas) to help ensure physical distancing
- Only people required at the sessions will be permitted access

## 5.8 USE OF FACILITIES

**Requirement:** Clubs should outline details on how facilities will be managed to adhere with Government and Health Authority Guidelines and reduce the risk of the spread of the virus. This may include:

- Use and cleaning of toilets and changing rooms
- Use and cleaning of sports and training equipment
- Use and cleaning of meeting / activity rooms

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Details of how facilities will be managed must be edited as applicable to your club.

Delete this box when the section has been filled in.

### Toilets

- All toilets will have the appropriate signage with instructions for washing hands
- Disposable paper towels will be provided along with water and soap
- Hand dryers will be turned off
- All contact surfaces, particularly flush handles and tap controls should be sanitised regularly
- Toilet facilities are to be sanitised before and after every training session
- Depending on the sink controls within the clubs, attendees should be encouraged to operate the tap controls with the back of their hand or a closed fist
- Access to toilets will be controlled. Toilets use will be limited to one person at a time, where possible. If this is not possible:
  - When using the toilet facilities, persons should, where possible, avoid using the sink or urinal directly beside one which is in use by another person
  - Every second sink/urinal will be closed off to ensure persons don't stand next to each other and similarly every second cubicle will be restricted
- Suitable and sufficient rubbish bins to be provided for hand towels and these will be removed regularly and disposed of safely
- Soaps, toilet paper etc. are to be checked regularly and replenished in good time

### Changing Facilities and Rest areas

- Changing rooms will not be accessible until permitted to do so
- Athletes and coaches are required to travel to training in their training gear, other than training footwear
- Towels etc. that are brought to training must not be shared

### Use and cleaning of Sports and Training Equipment

- Cleaning of all equipment including sports equipment to be undertaken before and after each training session
- Coaches will keep all equipment / equipment bags in between practices and sanitizes at the start and end of each session
- Volunteers and coaches are made aware of any damaging effects frequent use of some sanitizing products may have on certain forms of gear or equipment

### Use and cleaning of meeting / activity rooms

- Meetings / activities should be held virtually where possible
- If a physical meeting or activity session must take place:
  - The room will be set up to allow physical distancing
  - The number of chairs will be limited in the meeting room

- Where seats cannot be removed any seats less than 2m from each other will be blanked off
- Attendees will be advised there is no physical greetings at meetings
- All contact surfaces and equipment should be sanitised regularly

## 5.9 CATERING & REFRESHMENT FACILITIES

**Requirement:** Clubs should outline details on how Catering and Refreshment areas will be managed in line with Government and Health Authority Guidelines and reduce the risk of the spread of the virus.

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Details of how Catering and Refreshment facilities will be managed must be edited as applicable to your club.

Delete this box when the section has been filled in.

### Catering / refreshments area

- The catering area shall remain closed in line with government guidelines.
- Prior to the opening of catering areas, all facilities must adhere to current Government and Health Authority guidance

### Water Coolers/ Drinking Points

- Drinking water fonts will be sanitised before and after training
- Attendees should wash their hands before and after filling their water bottles
- Attendees must observe physical distancing at these drinking points and must not share any water bottles

## 5.10 CONFLICT RESOLUTIONS

There may be instances of disagreement or differences in interpretation of guidelines between club members when implementing the new procedures for the club. As a result of this there may be a requirement for the club to facilitate and mediate conflict resolution.

**Requirement:** Clubs should include details on how they will manage conflict resolution within the club if required.

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Details of how conflict will be managed must be edited as applicable to your club.

Delete this box when the section has been filled in.

*There may be instances of disagreement or differences in interpretation of guidelines between club Attendees when implementing the new procedures for the club. This may require the COVID-19 Safety Team to facilitate and mediate conflict resolution.*

### 5.11 DISCIPLINARY ACTIONS

**Requirement:** Clubs should outline disciplinary actions with respect to non-compliance of COVID-19 procedures.

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Details of any disciplinary actions must be edited as applicable to your club.

Delete this box when the section has been filled in.

Any breaches of the guidelines or disciplinary measures will be referred by the COVID-19 Coordinator to the COVID-19 Safety Team and Club Chairman for consideration and decision by the Club Management Team. Any disciplinary action should be proportionate in relation to the nature of the non-compliance.

Individuals:

- Any attendees found to be in breach of the guidelines could be subject to disciplinary measures from removal from the venue/session to suspension

Club

- Any club found to be acting outside of the guidelines / protocol could be subject to disciplinary measures as decided by Special Olympics Ireland.

### 5.12 CONTACT LOG

**Requirement:** Clubs should outline how contact logs will be collated and maintained.

**Action:** Sample text has been provided in red font for clubs to aid in the completion of this section. Details of the collation and maintenance of contact logs must be edited as applicable to your club. The COVID-19 Safety Team should configure a contact log (preferably in soft copy) for ease of use and accuracy. A sample contact log is included in the Appendices.

Delete this box when the section has been filled in.

The club will maintain a contact log for the purpose of:

- Recording all attendees attending training or club activities including meetings.
- Recording facility or venue staff and contractors who access the training / activity venue for the purposes of providing essential services.
- Contact tracing in the event that an attendee becomes ill with COVID-19.

The contact log may be provided to:

- The Health Service Executive (ROI) / Public Health Agency (NI) to aid in contact tracing if a confirmed case is found at the club.
- The COVID-19 Coordinator to monitor compliance.

Data Protection

- Please refer to the appendices re legal underpinning of holding log of names for contact tracing purposes in a national pandemic.

### 5.13 COVID-19 ACTION LIST / CHECK LIST

<b><u>Requirement:</u></b>	Clubs should outline arrangements for carrying out and maintaining COVID-19 Action Lists including: <ul style="list-style-type: none"> <li>➤ Who will carry them out?</li> <li>➤ When they will be completed?</li> <li>➤ Who is responsible for actioning any non-compliance or issues?</li> </ul>
<b><u>Action:</u></b>	<p>Sample text has been provided in red font for clubs to aid in the completion of this section. Details of the arrangements for carrying out and maintaining COVID-19 Action lists must be edited as applicable to your Club.</p> <p><i>Sample action lists are provided in the appendices. Clubs can apply these action lists / checklists where appropriate. Any additional action list / checklists should follow the same format as the sample which has been provided.</i></p> <p>Delete this box when the section has been filled in.</p>

*COVID-19 Activity Lead(s) will be required to carry out routine checks before and after each session. The checks should be completed and signed off by the COVID-19 Coordinator for each training session and provided or made available to the COVID-19 Coordinator for monitoring purposes.*

*The COVID-19 Safety checklist in use at the club can be found in the Appendices.*

## 6. SUSPECTED CASE RESPONSE PLAN

<b>Requirement</b>	Clubs must have a response plan in place for a suspected case of COVID-19
<b>Action</b>	<p>Clubs should detail their response to suspected case of COVID-19. This may include –</p> <ul style="list-style-type: none"> <li>➤ Initial Response to suspected/ confirmed case of COVID-19 at Training / the club</li> <li>➤ Location and Arrangements for the Isolation Room</li> <li>➤ Details of the initial assessment</li> <li>➤ Notification of next of kin / Doctor</li> <li>➤ Transportation of suspected case from the club</li> <li>➤ Arrangements for cleaning after suspected or confirmed case of COVID-19</li> <li>➤ How waste will be disposed of</li> <li>➤ Arrangements for athletes returning to activity after illness</li> </ul> <p><i>Sample text have been provided for clubs in red font to aid in the completion of this section. Clubs must edit this text to draft a response plan specific to your club and the resources / facilities available.</i></p> <p>Delete this box when the section has been filled in.</p>

### 6.1 INITIAL RESPONSE

The COVID-19 Club Activity Lead(s) present will be responsible for implementing the response plan to a suspected case once an attendee identifies themselves to them. The response must be quickly dealt with in a private and confidential manner.

If any person on site, suspects themselves, or is suspected of having symptoms, they must report/be reported to the COVID-19 Activity Lead(s) / COVID-19 Coordinator.

*The COVID-19 Activity Lead(s) / COVID-19 Coordinator\* must:*

- Ask this person to wear a face covering if possible or if available provide them with a facemask
- If a mask or face covering is not immediately available, they should be provided with a disposable tissue and advised to cover their mouth and nose with the tissue when they cough or sneeze and put the tissue in the waste bag provided
- Accompany the person to the isolation room. The route to the isolation room needs to be quick and easily accessible with little human interaction as possible
- The designated person managing the situation should try to maintain at least 2 metres from the person with symptoms and should wear a face mask or face covering and sanitise regularly
- Assess whether the unwell individual can immediately be directed to go to their home / place of residence
- If underage call their Parent/Guardian/Carer\*\*.
- Call their doctor
- Carry out a questionnaire as outlined in the Initial Assessment later in this documents
- Arrange transport to their home / place of residence or to a hospital for medical assessment. Public transport should not be used. Transport should not be provided by another club member
- Log the incident
- Arrange for cleaning of the isolation room, equipment that may have been touched by the person, and pending a risk assessment, any other areas that the person may have had contact
- All persons who have been in close contact with this person will need to be informed to restrict their movement for 14 days or until further information is available (i.e. a negative test result of the suspect case)

\* **Note:** the COVID-19 Activity Lead(s) / COVID-19 Coordinator cannot diagnose a member of COVID-19 this can only be done by being tested by a qualified medical person.

\*\***Note** – If the person is under 18 years, the club's safeguarding policies and procedures will need to be considered when developing and implementing the response plan.

## 6.2 ISOLATION ROOM

An isolation room has been provided to be used to quarantine a member who is feeling unwell with the COVID-19 symptoms, to facilitate the person remaining in isolation if they cannot immediately go to their home / place of residence, and to allow them to call next of kin and/or their doctor. The isolation room will have the following:

- A closed door
- Ventilation
- Tissues
- Hand sanitiser
- PPE: Gloves and face covering /mask
- Waste bags
- Labels with pen for marking the waste bags

The PPE gear will be kept in the isolation room, and/or an agreed secure area to be used for Emergency cases only. The COVID-19 Coordinator and COVID-19 Activity Lead(s) should be aware of the location of the PPE.

### OR

As an isolation room is not available at the training location; the COVID-19 Activity Lead(s) will ensure the club has the capacity to isolate a suspected case by identifying a designated area, in the event an individual becomes unwell during club activity. This designated area will:

- Be close to any area of ventilation
- Have a supply of tissues, hand sanitiser and clinical waste bags
- PPE gear will be kept in an agreed secure area to be used for suspected cases

### 6.3 INITIAL ASSESSMENT

The COVID-19 Activity Lead(s) cannot diagnose a member with COVID-19. This can only be done by getting a COVID-19 test with a qualified medical person. The purpose of this questionnaire is to establish the next steps in the response plan. The unwell person must answer the following questionnaire in order to establish if they have a suspected case of COVID-19.

1. Has the member been in contact with any suspected cases, to the best of their awareness?
2. Has the member travelled to any countries outside of Ireland?

**If YES:**

The unwell person is to be brought to the **isolation room/designated area** if not already there. The unwell person will need to contact their next of kin and/or doctor or the HSE/NHS for advice.

COVID-19 Activity Lead(s) to notify the COVID-19 Coordinator.

The unwell person's contact log to be given to the COVID-19 Coordinator as well as names and details of persons who were training with the unwell person.

The unwell person must stay in the **isolation room/designated area** until they can get in contact with next of kin and/or their doctor.

They will be asked to not touch any surfaces and to dispose of their tissues in the bin provided.

**If NO:**

Ask the unwell person to contact their next of kin to collect them or if they have a car and the individual feels well enough to drive, they should depart to their place of residence.

The unwell person should be advised to contact their doctor.

### 6.4 TRANSPORT OF SUSPECTED CASE

The unwell person should be advised not to use public transport to get to their home / place of residence or to go to the doctors. A person has the option to call a taxi company, however they must inform the taxi company that they are feeling unwell at the time of ordering the taxi – in some cases the taxi company may not be able to provide a service to someone who feels unwell.

They should use their own personal transport if fit to do so.

Alternatively, arrangements can be made that a household member they live with will collect them from training. The unwell person should use their own phone, if available, to contact their next of kin. Where this is not possible, the contact number, if not known already, should be shared with the Activity Lead so that they may use their own phone.

The person with the suspected case should stay in the **isolation room/designated area** and not touch any surfaces or interact with anybody until they are ready to depart in their own vehicle or be collected.

### 6.5 CLEANING SPACES AFTER THE PRESENCE OF A SUSPECTED / CONFIRMED CASE

The isolation room will need to be deep cleaned as well as the areas which the person came into contact with i.e. touch points, equipment, surfaces. The following should also be completed,

- Where possible close and secure area for 72 hours, if this is not possible then the area should be well ventilated with fresh air for a minimum of 1 hour
- The spaces should be carefully cleaned with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses, as follows:
  - Virucidal Products, or
  - 0.05% sodium hypochlorite (NaClO) (dilution 1:100, if household bleach is used, which is usually at an initial concentration of 5%)
- For surfaces that can be damaged by sodium hypochlorite, products based on ethanol (at least 70%) can be used for decontamination after cleaning with a neutral detergent
- Cleaning of toilets, bathroom sinks and sanitary facilities need to be carefully performed, avoiding splashes. Disinfection should follow normal cleaning using a disinfectant effective against viruses, or 0.1% sodium hypochlorite

- All textiles (e.g. towels, curtains, etc.) should be washed using a hot-water cycle (90°C) with regular laundry detergent. If a hot-water cycle cannot be used due to the characteristics of the material, bleach or other laundry products for decontamination of textiles need to be added to the wash cycle
- Follow manufacturer's instructions for use of cleaning products and disinfectants
- Use disposable, single-use cleaning equipment if practicable, e.g. disposable cloths or paper roll
- Persons should wear the following PPE while cleaning after a suspected case:
  - Surgical mask
  - Uniform and single-use plastic apron
  - Gloves
- Hand hygiene should be performed each time after removing gloves or face coverings / mask
- Waste material produced during the cleaning should be double bagged put in a suitable and secure place and marked for storage for 72 hours

#### 6.6 WASTE MANAGEMENT

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. It should be put in a suitable and secure place
4. A label with the date and time should be put on the waste and marked for storage for 72 hours
5. Waste should be stored safely and kept away from children

#### 6.7 RETURN TO ACTIVITIES AFTER ILLNESS

When a member has been absent due to COVID-19 virus, they may only return to activities if deemed fit to do so and meet the following criteria:

- 14 days since their last "close contact" with a confirmed / suspected case and have not developed symptoms in that time, or
- 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
- They have been advised by their GP that they may return to play
- Following recovery from the illness, the attendee must provide the club with a return to activities letter from their doctor

#### 6.8 CLUB RESPONSE TO SUSPECTED OR CONFIRMED COVID-19 CASE OUTSIDE OF CLUB ACTIVITY TIME

Where a club receives a notification of a suspected or confirmed COVID-19 case from an attendee at a club activity, and whilst awaiting the outcome of testing, the club should stop all attendees who were part of the same training group / team / pod from attending any club activities until the outcome of the test is known. A club may also need to consider ceasing all activities whilst awaiting the outcome of the suspected case.

The club should circulate the information sheet on 'Suspected or Confirmed COVID-19 Case Outside of Club Activity Time' to all potential attendees in advance of commencement of any activity – this document is included in the appendices - **SUSPECTED OR CONFIRMED COVID-19 CASE OUTSIDE OF CLUB ACTIVITY TIME.**



**Club Actions on being notified of a confirmed case of COVID-19**

1. On notification of a suspect case of COVID-19, the club should plan to cease operation of that same training group / team / pod until the outcome of the COVID-19 test has been confirmed.
2. If the test proves positive for COVID-19, the club will be contacted by Public Health for the list of close contacts of this confirmed case. The club should hand over the Club Log of Session Attendance.
3. The Club COVID-19 Coordinator should contact all attendees identified from the Attendance Log to inform them that their details have been sent to Public Health and that they CANNOT return to club activity until the club is advised it is safe to do so by Public Health.
4. The Club COVID-19 Coordinator should complete the COVID-19 CLOSE CONTACT FORM. This is an internal form to assist the Coordinator to monitor and record the wellbeing of those affected by the COVID-19 situation in the club.
5. The Club COVID-19 Coordinator should liaise with those attendees on the Close Contact Form to monitor the outcome of their COVID-19 test results, to provide support and to establish their timeline for fitness to return to activity.
6. The Club COVID-19 Coordinator should contact the Regional Director for the Region to inform the organisation of a confirmed case of COVID-19 and in relation to any further subsequent cases that may arise.
7. The club will need to contact the Regional Director when the club is ready to re-open activities so that Special Olympics Ireland records may be updated.

## 7. HEALTH & SAFETY ARRANGEMENTS

<b><u>Requirement</u></b>	<i>Health and Safety arrangements and risk management provisions within the club should be detailed in this section. Clubs should ensure that COVID-19 arrangements complement any existing arrangements for athletes, volunteers and spectators or any existing provisions within the venue.</i>
<b><u>Action</u></b>	<p><i>Clubs should detail their Health and Safety arrangements and risk management provisions within the club Items to consider include –</i></p> <ul style="list-style-type: none"> <li>➤ <i>General Public Safety</i></li> <li>➤ <i>First Aid</i></li> <li>➤ <i>Mental Health &amp; Wellbeing</i></li> </ul> <p><i>Sample text have been provided for clubs to aid in the completion of this section. Clubs must edit this text to detail their arrangements specific to their Club and the resources / facilities available.</i></p> <p><i>Delete this box when the section has been filled in.</i></p>

### 7.1 GENERAL PUBLIC SAFETY

*(Insert Club name)* will identify the activities it is providing to members and will determine what activities have a significant risk to the Safety, Health and Welfare of its members, session attendees and all people affected by its activities. All existing Health and Safety provisions shall continue to apply to all activities within the club during the phased return to full activity.

*(Insert Club name)* will ensure that:

- Policies and Procedures are kept updated. Any updated documents should be shared with the relevant members
- First aid and emergency procedures related to indoor and outdoor activities are in place
- All activities are suitably planned, organised and controlled to ensure the safety of club members and visitors when carrying out club activities
- The club will consult with competent person(s) for high risk activities

The club has consulted with the venue owner / management to establish if there has been any changes to emergency procedures, access routes i.e. some entry / exit routes may have changed or if areas are closed off and have communicated these changes to their members.

COVID-19 arrangements must complement any existing fire safety arrangements or any existing provisions within the venue. Fire doors must be kept free from obstructions at all times. Emergency exit, emergency exit signage or any fire safety equipment (e.g. fire extinguishers / break glass units) should not be blocked or covered by any signage.

## 7.2 FIRST AID

<b><u>Requirement</u></b>	Clubs should include details how first aid will be administered at the club. This may include – <ul style="list-style-type: none"> <li>➤ Changes to procedures</li> <li>➤ Additional training for first aiders</li> <li>➤ Additional PPE required</li> <li>➤ Face Coverings</li> <li>➤ Gloves</li> <li>➤ Disposable Aprons</li> <li>➤ Personal Hygiene requirements</li> </ul>
<b><u>Action</u></b>	Clubs should detail how first aid will be administered at the Club.  Sample text have been provided for clubs to aid in the completion of this section. Clubs must edit this text to detail their arrangements specific to their club and the resources / facilities available.  Delete this box when the section has been filled in.

### Infection Spread

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin.

The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth. The key interventions to manage this risk are to minimize hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.

There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask / face covering to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).

### Administering First Aid

If, as a First Aid Responder, close contact with a person who may require some level of first aid can be avoided, do so. This of course will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, and stroke. First Aid Responders should be familiar with the symptoms of COVID-19. They will need to perform a "dynamic risk assessment" based on the scenario they are presented with.

Standard infection control precautions to be applied when responding to any first aid incident in the club. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.

An appropriate mask / face covering should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case and actions as set out in Section 6 of this document should be followed. A mask / face covering should be made available to give to person if they are displaying symptoms consistent with COVID-19 to limit droplet dispersion.

An appropriate mask / face covering should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case and actions as set out in Section 6 of

this document should be followed. A mask / face covering should be made available to give to person if they are displaying symptoms consistent with COVID-19 to limit droplet dispersion.

If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compression-only CPR until help arrives. To reiterate the point, a person in cardiac arrest should have compression-only CPR applied. If an Automated External Defibrillator (AED) is available, this may be used. If there is a perceived risk of infection, a cloth/towel should be placed over the person's mouth and nose and compression-only CPR and early defibrillation should be attempted until help arrives.

Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder should avoid close contact and advise the injured party what steps to take in treating their injury. No reusable equipment should be returned to service without being cleaned/disinfected appropriately.

#### First Aid PPE Requirements

First aid kits should be stocked with additional face mask / face covering, surgical gloves and sanitisers.

The following PPE must be available for responding to first aid incidents:

- Disposable gloves
- Face mask / face covering
- Disposable plastic aprons

First Aid Responder must ensure that the face covering / mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly. First Aid Responders should:

- Wash hands thoroughly with warm water and soap before putting on and after taking off PPE
- Replenish PPE stock as appropriate
- Liaise with your COVID-19 Coordinator to ensure any issues with first aid PPE are resolved in as timely a manner as possible

### 7.3 MENTAL HEALTH AND WELLBEING

**Requirement** Infectious disease pandemics like coronavirus (COVID-19) can be worrying. Some people might find it more worrying than others. This can have an impact on our mental health. The club may wish to consider ways in which it can support its members in safeguarding their mental health.

**Action** Clubs should detail the ways in which they are supporting their members in safeguarding their mental health. Sample text have been provided for clubs to aid in the completion of this section. Clubs must edit this text to detail the arrangements specific to their Club and the resources / facilities available.

Delete this box when the section has been filled in.

The club will take the following actions to support mental health and wellbeing:

- Information about prevention and the control measures in place at the club will be delivered to all members and staff to help ease concerns about risk of infection. The club will encourage healthy eating, exercising, getting sleep, and finding time to unwind.

- Details for publicly available sources of support and advice will be made available for members including:

**Special Olympics Strong Minds Resources:**

<https://www.specialolympics.org/our-work/covid19#strong-minds>

**Strong Minds Tips for keeping a Strong Mind**

[https://media.specialolympics.org/resources/covid-19/Tips-for-keeping-a-strong-mind.jpg?\\_ga=2.166732094.1840808347.1594799444-1276003366.1584525278](https://media.specialolympics.org/resources/covid-19/Tips-for-keeping-a-strong-mind.jpg?_ga=2.166732094.1840808347.1594799444-1276003366.1584525278)

**Strong Minds tips for getting a good night's sleeping**

[https://media.specialolympics.org/resources/covid-19/Tips-for-keeping-a-strong-mind.jpg?\\_ga=2.106833155.1840808347.1594799444-1276003366.1584525278](https://media.specialolympics.org/resources/covid-19/Tips-for-keeping-a-strong-mind.jpg?_ga=2.106833155.1840808347.1594799444-1276003366.1584525278)

**HSE resources for supporting someone with special needs:**

<https://www2.hse.ie/wellbeing/supporting-someone-with-special-needs-during-covid19.html>

**Mental Health Ireland Family Wellbeing Toolkit:**

<https://www.mentalhealthireland.ie/wp-content/uploads/2020/05/Family-Wellbeing-Toolkit-Reduced-Size.pdf>

**Mental Health Ireland Family Toolkit Planner**

<https://www.mentalhealthireland.ie/wp-content/uploads/2020/05/Family-Toolkit-Planner.pdf>

**5 Steps to Wellbeing booklet**

<https://www.publichealth.hscni.net/sites/default/files/2020-02/Take%205%20Leaflet%2001%2020.pdf>

**Take 5 steps to wellbeing poster**

<https://www.publichealth.hscni.net/sites/default/files/2020-02/Take%205%20Poster%2001%2020.pdf>

**Beyond Words social stories**

<https://booksbeyondwords.co.uk/coping-with-coronavirus>

**Inclusion Ireland resources for Parents**

<http://www.inclusionireland.ie/>

**Mencap:**

<https://www.mencap.org.uk/>

## 8. APPENDICES

The following appendices are included with this document:

- PRE-RETURN SELF DECLARATION FORM
- COVID-19 CODE OF CONDUCT FORM
- COVID -19 RISK ASSESSMENT
- KEY PERSONNEL & PREMISES INFORMATION
- VISITOR - SELF DECLARATION FORM
- CUB CHECKLISTS
- CLUB LOG OF SESSION ATTENDANCE
- SUSPECTED OR CONFIRMED CASE OF COVID-19

## 8.1 PRE-RETURN SELF DECLARATION FORM

If you answer YES to any of the below questions you should <b>NOT</b> attend your club and before you return you should follow appropriate medical advice and guidelines.						
Questions					Yes	No
1	Have you been in close contact with anyone who is confirmed to have had COVID-19 virus in the last 14 days?					
2	Have you been in close contact with anyone who is suspected of having COVID-19 virus in the last 14 days?					
3	Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation in the last 14 days?					
4	Have you been advised by a doctor to self-isolate at this time?					
5	Are you suffering now, or have you suffered any of the following symptoms in the past 14 days?					
		Yes	No		Yes	No
	Cough			Runny Nose		
	Breathing Difficulties			Flu Like Symptoms		
	Fever / High temperature			Rash		
	Sore Throat			Loss of Smell / Taste		
6	Have you been advised by a doctor to cocoon?					
7	Have you returned to Ireland / Northern Ireland within the last 14 days from a country listed by Government, which requires individuals to self-isolate or restrict their movements on their return?					
8	If "YES", WHERE? <i>Insert name of country</i> _____					
9	Have you received a COVID 19 vaccination?				Yes	No
<p><b>If you answer yes to any of the questions 1-6 in the above section of this Pre-return Self Declaration form, you must receive a medical examination &amp; clearance from your GP to participate in Special Olympics Ireland activities</b></p>						

For Athletes whose Athlete Participation Form (APF) has expired or is due to expire between March 2020 – 30 <sup>th</sup> June 2021 only <b>OR</b> if an athlete was diagnosed with COVID-19						
Tick YES or No to the following questions					Yes	No
1	Have you a health condition that requires annual or more frequent assessment and monitoring by a specialist or your GP e.g. Diabetes, severe asthma, any cardiac condition, any condition in which a constant review of medication is necessary?					
2	Have you had the COVID-19 virus and been hospitalised?					

<b>3</b>	Have you experienced at rest /during exercise: difficulty breathing, chest pain, shortness of breath, loss of consciousness, light-headedness, visual changes, headache, cough, skipped heartbeats?			
<p><b>If you answered Yes to any of these 3 questions (immediately above) you must complete an Athlete Participation form (APF) &amp; complete Pre return Self Declaration Form.</b></p> <p><b>All new athletes must complete an Athlete Participation Form</b></p>				
	Name:			
	BLOCK CAPITALS			
	Signature:			
	Date:			



### 8.1 COVID-19 CODE OF CONDUCT FORM

I understand I could get COVID-19 through sports, training, competition and/or any meeting or activity at my Special Olympics Club. I am choosing to participate in sports, competition and/or other Special Olympics activities at my own risk.

During the time these precautions are needed, I agree to the following to help keep me and my fellow athletes, coaches and volunteers safe:

If I feel unwell I will not attend Club activities.
If I have COVID-19 symptoms, I will stay at home / in my place of residence and NOT go to any Special Olympics activities until it has been 14 days since I first developed symptoms and I have no fever (high temperature) for 5 days. If I am exposed to COVID-19 and have no symptoms, I can return 14 days after exposure.
I know that if I have a high-risk condition, I have a greater risk of needing to go to hospital or getting very sick. I should not go to Special Olympics Club or activities in person, if I have a high-risk condition until there is little or no Coronavirus in my community.
The club has given me guidance and information on the preventative and control measure in place to prevent the spread of COVID-19.
I know that before or when I get to a Special Olympics activity, they will ask me some questions about symptoms and exposure to COVID-19. They may also take my temperature. I will answer truthfully and participate fully.
I will keep at least 2m (or the distance identified by Government guidelines) from all participants at all times unless required to do so by the nature of my sport.
I will wear a face covering if my sport indicates that I do or if a 2m distance (or the distance identified by Government guidelines) cannot be maintained whilst at my Special Olympics Club activities. If I am not comfortable to wear a face covering and for the protection of other athletes, volunteers or coaches I may be asked to not take part in the activity/activities.
I will use my elbow if I need to cough or sneeze, wash my hands for 20 seconds or use hand sanitiser when I sneeze, cough, go to the bathroom, before any activity or get my hands dirty.
I will not shake the hands, give high fives or hugs or offer other forms of physical greeting.
I will bring to Club and Special Olympics activities my own drinking bottle and any other equipment that I need to do my training like a towel and I will not share drinking bottles or towels with other athletes, volunteers or coaches. I will place my name on my own personal belonging.
I will only share equipment when instructed to. If equipment must be shared, I will only touch the equipment if it is disinfected first.
If I travel to and from Club activities by: ➤ Car: I will only travel with individuals from my own place of residence/home. There should be no car-pooling. ➤ Public Transport: COVID-19 Government guidelines for using public transport should be adhered to.
If I get or have had COVID-19, I will not go to any in-person Special Olympics activities until it has been 14 days since I first developed symptoms and I have no fever (high temperature) for 5 days 7 days after my symptoms end. It is recommended that you contact your doctor to before your return to club activities to ensure that they see no reason to prevent you from returning to Club activities.

I understand that if I do not follow all of these rules, I may not be allowed to participate in activities at my Special Olympics Club during this time.

I have read all of this agreement or have had it read and explained to me and I agree to follow these actions.

**ATTENDEE NAME:** \_\_\_\_\_

**CIRCLE ONE:**                      ATHLETE                                      COACH                                      VOLUNTEER

By signing this, I acknowledge that I have completely read and fully understand the information in this form.

**ATTENDEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_/\_\_/\_\_\_\_

*(Required for adult (age 18+) attendees, including adult athletes with a capacity to sign documents)*

I am a parent / guardian / carer of the athlete named above. I have read and understand this form and have explained the contents to the athlete as appropriate. By signing, I agree to this form on my own behalf and on behalf of the athlete.

**PRINTED NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_  
PARENT/GUARDIAN/CARER

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_/\_\_/\_\_\_\_  
*(Required for athlete who is a minor (younger than age 18 years))*

#### **Additional COVID-19 Information**

As the COVID-19 pandemic in Ireland is continuously changing you can find out additional information by looking on the following links look at the following

##### Republic of Ireland

- Health Service Executive ( HSE)  
<https://www2.hse.ie/coronavirus/>
- Health Prevention and Surveillance Centre Ireland  
<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

##### Northern Ireland

- Department of Health Northern Ireland:  
<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>
- Health Service Northern Ireland Public Health:  
<https://www.publichealth.hscni.net/>

## 8.2 COVID -19 RISK ASSESSMENT

HAZARD RISKS	EFFECT OF THE HAZARD	WHO MAY BE AT RISK	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED	RESIDUAL RISK		
			PROBABILITY	IMPACT	EXPOSURE			PROBABILITY	IMPACT	EXPOSURE
Operational Activity	Emergency Procedures / First Aid									
Unavoidable Close Contact – First Aid	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"><li>➤ Persons must wear appropriate PPE and follow strict hygiene protocols</li><li>➤ Create an exclusion zone around their activity</li><li>➤ Direct contact log for each person must be kept</li></ul>				
Emergency evacuation	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"><li>➤ In case of an Emergency Evacuation normal procedures must be followed</li><li>➤ Installation of new screens or barriers should not impede the evacuation routes</li></ul>	<ul style="list-style-type: none"><li>➤ In an emergency, the immediate risk to life will override physical distancing protocols.</li></ul>			
Operational Activity	Transport - Arriving & Leaving the Club									
Travelling to and From Training	Serious Illness &  Spread of Virus	P, A,O				<ul style="list-style-type: none"><li>➤ Discourage car sharing</li><li>➤ Encourage attendees to travel in their own vehicle or with members of their own household / place of residence.</li><li>➤ Encourage attendees to regularly sanitise their car.</li><li>➤ Arrive at the club ready to play.</li></ul>				

						➤ Drivers must Drop off and go or wait in their cars			
<b>Travelling by Public Transport</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Members advised against using public transport to training.</li> <li>➤ Where public transport is the only option for members, then regular talks reminding them of correct hygiene and protocols when using Public Transport.</li> <li>➤ All persons using public transport should wash their hands as soon as they arrive at the club.</li> </ul>	➤ Additional car and bicycle parking may be required to facilitate those who can no longer travel by public transport.		
<b>Car park</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ If controlled access is present consideration should be made to leaving gates open.</li> <li>➤ Clubs may wish to designate parking spaces to encourage physical distancing.</li> <li>➤ Members should be discouraged from lingering in car parks before and after training</li> <li>➤ Safety Team &amp; Coaches should arrive <b>TBC</b> minutes before training</li> <li>➤ Volunteers should arrive <b>TBC</b> minutes before training</li> <li>➤ Athletes should arrive <b>TBC</b> minutes before training</li> </ul>			
<b>Entrances</b>	Spread of Virus	P, A,O				➤ If present, swipe cards to be disinfected regularly, pin pads to be disinfected regularly – consider deactivating locking mechanism while in use.			

					<ul style="list-style-type: none"> <li>➤ Hand Sanitiser to be available at every entrance to the training / activity venue and use of same promoted.</li> <li>➤ COVID-19 Activity Lead(s) to ensure these are adequately stocked.</li> <li>➤ Signage to be present at entrances advising on physical distancing.</li> <li>➤ Installation of guarding or queue management systems where appropriate.</li> <li>➤ Implementation of one way systems.</li> </ul>			
<b>Deliveries</b>	Serious Illness Spread of Virus	P, A,O			<ul style="list-style-type: none"> <li>➤ Deliveries to be scheduled at a specific time.</li> <li>➤ Physical distance to be implemented.</li> <li>➤ Do not sign for the deliveries but advise them of your name.</li> <li>➤ Request invoices and receipts to be sent via email.</li> </ul>	<ul style="list-style-type: none"> <li>➤ COVID-19 Activity Lead(s) to keep a log of all deliveries.</li> <li>➤ Paperless correspondence to be encouraged.</li> </ul>		
<b>Operational Activity</b>	<b><u>Club Operations</u></b>							
<b>Physical Distance</b>	Serious Illness Spread of Virus	P, A,O			<ul style="list-style-type: none"> <li>➤ Field of play to be laid out to allow 2m physical distancing</li> <li>➤ Rooms to be laid out to allow 2m physical distancing,</li> <li>➤ Limit the number of attendees at training sessions</li> <li>➤ Training rota / activities offered to be created to reduce number of persons at any one time.</li> </ul>	<ul style="list-style-type: none"> <li>➤ A culture change is needed to discourage people from stopping in passageways to converse or lean in to hear conversations. COVID-19 Coordinator and COVID-19 Activity Lead(s) to be vigilant in monitoring and reminding members</li> </ul>		

					<ul style="list-style-type: none"> <li>➤ Limit number of chairs in a meeting room, or where seats can't be removed, blank off seats less than 2m from each other.</li> <li>➤ Signage to remind members to stay physically distance.</li> <li>➤ Provide COVID-19 Induction training to all members before they return to the club.</li> <li>➤ All members to complete Pre-Return Self Declaration Form.</li> <li>➤ Spectators are not permitted to watch training.</li> </ul>			
<b>Shaking Hands / Physical Greeting</b>	Serious Illness & Spread of Virus	P, A,O			<ul style="list-style-type: none"> <li>➤ Provide COVID-19 Induction training to all members before they return to training</li> <li>➤ Signage to be displayed on the spread of the virus.</li> <li>➤ COVID-19 Coordinator and Activity Lead(s) to monitor and discourage.</li> </ul>	<ul style="list-style-type: none"> <li>➤ A culture change is needed to discourage hand shaking and other forms of physical greeting. COVID-19 Coordinator and Activity Lead(s) be vigilant in monitoring and reminding attendees.</li> </ul>		
<b>Lack of Information</b>	Serious Illness Spread of Virus	P, A,O			<ul style="list-style-type: none"> <li>➤ Provide COVID-19 Induction training to all members before they return to the training.</li> <li>➤ Update all relevant documents and communicate the updated information.</li> <li>➤ Provide signage in key locations.</li> <li>➤ COVID-19 Safety Team, Coordinator and Activity Lead(s) to check daily updates from the Government.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Encourage all members to follow news and guidelines provided by HSE <a href="http://www2.hse.ie/coronavirus/">www2.hse.ie/coronavirus/</a> or <a href="https://www.publichealth.hscni.net/news/covid-19-what-situation-northern-ireland">https://www.publichealth.hscni.net/news/covid-19-what-situation-northern-ireland</a></li> <li>➤ Perform regular orientation / induction talks and briefings to remind members of current protocols, and new updates.</li> </ul>		

<b>Document sharing</b>	Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ No paper documents to be handed out or shared with members where practicable</li> <li>➤ Paper document when necessary, to be stored in a “Polly pocket” file (capable of being wiped), and held by a single person only.</li> <li>➤ All information to be stored on a share drive. Security protocols to be put in place as required.</li> <li>➤ All documents to be sent via email or link.</li> </ul>			
<b>Washing / Cleansing Hands</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Provide COVID-19 Induction training to all persons before they return to training.</li> <li>➤ Signage on hygiene to be displayed at the entrances, and other appropriate locations.</li> <li>➤ Signage to be displayed at sinks indicating correct method on how to wash hands effectively.</li> <li>➤ Hand sanitiser stations to be positioned at entrances and near common touch points.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Regular briefings to remind attendees of good hygiene practices.</li> </ul>		
<b>Balls and Equipment</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Balls and equipment shall only be used when permitted to do so.</li> <li>➤ Limit the number of persons using the same equipment</li> <li>➤ Clean balls before and after each training session</li> <li>➤ Clean equipment before and after each use</li> </ul>	<ul style="list-style-type: none"> <li>➤ Coaches will keep all equipment / equipment bags in between practices and sanitizes at the start and end of each session.</li> </ul>		

						<ul style="list-style-type: none"> <li>• Label balls and equipment to assist in identifying same</li> </ul>			
<b>Water bottles and refill station</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Attendees shall not share water bottles or other drinking vessels</li> <li>➤ Water bottles should not be allowed to touch the taps or spouts to avoid contamination.</li> <li>➤ Attendees advised to clean water bottles regularly</li> </ul>	<ul style="list-style-type: none"> <li>➤ Attendees to label all personal equipment.</li> </ul>		
<b>Shared Touchpoints: Gates, Toilets, Light switches, Door handles, etc.</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ All hard surfaces, light switches and door handles are to be disinfected on a regular basis and before and after all sessions when club facilities are in use.</li> <li>➤ Hand sanitiser to be available at entrances and key locations of shared touchpoints (e.g. field of play, toilets, gates, sign-in areas, etc.).</li> <li>➤ Mechanism for leaving doors/gate open to reduce requirement to touch surface should be considered.</li> <li>➤ Loose material/items to be tidied away on desks or other admin areas.</li> <li>➤ High touch items to be cleaned after each training session.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Disinfectant to be made readily available to all attendees to allow them clean down surfaces.</li> </ul>		
<b>Handrails</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Clubs to ensure handrails are cleaned regularly.</li> </ul>			



						➤ Hand sanitiser made available to allow persons to sanitise their hands after using handrails.			
<b>Toilets</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Limit the number of people permitted in the bathroom to one person at a time, where possible.</li> <li>➤ Flush handles and sink taps to be cleaned regularly.</li> <li>➤ Hot water and soap to be provided.</li> <li>➤ No towels or hand dryers, disposable tissue only.</li> <li>➤ Physical distancing should be observed at all times.</li> </ul>	➤ Persons should avoid taking the sink/urinal beside another person if another is available		
<b>Changing rooms / lockers / showers</b>	Serious Illness Spread of Virus	P, A,O				<p>Changing rooms / lockers / showers:</p> <ul style="list-style-type: none"> <li>➤ Are to remain closed until permitted to do so.</li> <li>➤ Once in use physical distancing guidelines must be followed.</li> <li>➤ Must be disinfected throughout the day.</li> <li>➤ Must be kept clean and tidy. Personal belongings to be store correctly.</li> <li>➤ Signage to encourage physical distancing.</li> <li>➤ Numbers at any one time to be limited.</li> </ul>			
<b>Waste Bins</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ All rubbish to be disposed of accordingly.</li> <li>➤ All bins to be disposed of after every day that the club is in use.</li> </ul>			

						➤ Appropriate PPE gloves to be used when bringing out the bins.			
<b>Visitors</b>	Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Non-Essential visitors to be restricted.</li> <li>➤ All visitors must complete a Visitor Self Declaration Form prior to arriving on site.</li> <li>➤ Controlled access of visitors in place.</li> <li>➤ Visitors time to be kept as short as possible.</li> <li>➤ Visitors are allowed access by invitation only and are escorted at all times.</li> <li>➤ Pre arrival time to be given, visitors cannot show up unannounced.</li> <li>➤ No hand shaking or physical greetings permitted.</li> <li>➤ If feeling unwell, visitors must not come to the club.</li> </ul>			
<b>Meetings</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ To be done remotely if possible.</li> <li>➤ Meeting room to be set up to allow physical distancing.</li> <li>➤ Limit number of chairs in a meeting room, or where seats can't be removed, blank off seats less than 2m from each other.</li> <li>➤ No physical greetings permitted.</li> </ul>			
<b>Operational Activity</b>	<b>Facilities</b>								
<b>Refreshment Facilities</b>	Serious Illness	P, A,O				<ul style="list-style-type: none"> <li>➤ Catering and refreshment areas to remain closed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ This includes BBQs and other outdoor catering.</li> </ul>		

	Spread of Virus					<ul style="list-style-type: none"> <li>➤ Once permitted to open current Government and Health Authority guidelines must be followed – this may include requirement for - <ul style="list-style-type: none"> <li>➤ Queue management systems.</li> <li>➤ Disposable utensils and cups.</li> <li>➤ Individual condiment packets.</li> <li>➤ Table and chairs to be cleaned after use.</li> <li>➤ Tables and chairs spaced to allow 2m distancing.</li> <li>➤ Gloves for staff handling cash.</li> <li>➤ Screen between server/till and customer.</li> <li>➤ Appliances disinfected regularly.</li> </ul> </li> </ul>			
<b>Kitchens</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Kitchen facilities to remain closed.</li> <li>➤ Once permitted to open, current Government and Health Authority guidelines must be followed.</li> <li>➤ Follow normal HACCP guidelines.</li> <li>➤ Clean surfaces and utensils regularly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consider separate utensils and condiments for each prep station.</li> <li>➤ This includes BBQs and other outdoor catering.</li> </ul>		
<b>Shared Appliances – Kettle, Coffee-Machines; Water Coolers, Printers</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Users to sanitise hands before and after use.</li> <li>➤ Disinfectant to be made available.</li> <li>➤ All appliances to be disinfected regularly.</li> <li>➤ Signage to be displayed in relevant areas.</li> </ul>			
<b>Cutlery, cups and glass ware</b>	Serious Illness	P, A,O				<ul style="list-style-type: none"> <li>➤ Catering and refreshment areas to remain closed.</li> </ul>			

	Spread of Virus					➤ Once open, Government and Health Authority advice should be followed.			
<b>Workstations</b>	Serious Illness Spread of Virus	P, A,O				<ul style="list-style-type: none"> <li>➤ Desks to be kept clean and tidy.</li> <li>➤ Workstations to be arranged to allow a 2m distance between users.</li> <li>➤ All desks to be disinfected by the user at the end of each use.</li> </ul>	➤ “Hot desking” should not be permitted.		
<b>Operational Activity</b>	<b><u>Site Specific Hazards</u></b>								
<i>Tbc – site specific hazard identified by the club</i>	Serious Illness Spread of Virus	P, A,O							
<b>Operational Activity</b>	<b><u>Sport / Activity Specific Hazards</u></b>								
<i>Tbc – sport specific hazard identified by the club</i>	Serious Illness Spread of Virus	P, A,O							
<i>Tbc – activity specific hazard identified by the club</i>	Serious Illness Spread of Virus	P, A,O							

**Note for Clubs Hiring Venues:**

Purpose built sports / training venues hired by the Club, may have already carried out their own risk assessment to assess what measures are required in the venue. Clubs must communicate with their venue / facility owners and ensure any Club measures are aligned with the plans and measures in place by the venue / facility. The Club should note in their own risk assessment the existing measures which are controlled by the venue / facility owner.

**For example:**

HAZARD RISKS	EFFECT OF THE HAZARD	WHO MAY BE AT RISK	PRIMARY RISK BASED ON NO CONTROLS			EXISTING CONTROL MEASURES	ACTION REQUIRED WHERE RISKS ARE NOT ADEQUATELY CONTROLLED	RESIDUAL RISK		
			PROBABILITY	IMPACT	EXPOSURE			PROBABILITY	IMPACT	EXPOSURE
Operational Activity	Club Operations									
Toilets	Serious Illness Spread of Virus	P, A,O				<p>Venue Measures:</p> <ul style="list-style-type: none"><li>➤ Regular cleaning will be carried out by venue staff.</li><li>➤ Consumables will be supplied and replenished by the venue.</li></ul> <p>Club Measures:</p> <ul style="list-style-type: none"><li>➤ Limit the number of people permitted in the bathroom to one person at a time, where possible.</li><li>➤ Physical distancing should be observed at all times.</li></ul>	<ul style="list-style-type: none"><li>➤ The Club Coordinator will carry out a Venue / Facility inspection to ensure the venue measures are in place prior to returning to activities</li><li>➤ Maintain communication with the venue owner’s / management and observe, support and adapt to any reasonable changes made to reduce or eliminate risks.</li><li>➤ Communication of the venues measures with all the Club’s stakeholders.</li><li>➤ Persons should avoid taking the sink/urinal beside another person if another is available</li></ul>			

### 8.3 KEY PERSONNEL & PREMISES INFORMATION

**Requirement:** Clubs should include details and Information of Key Management Personnel as nominated in Section 3 Roles & Responsibilities.

**Action:** Clubs should include details and Information of Key Management Personnel. Delete this box when the section has been filled in.

KEY PERSONNEL	
CLUB CHAIRPERSON	
CLUB SECRETARY	
CLUB TREASURER	
CLUB SAFEGUARDING OFFICER	
CLUB MEMBERSHIP OFFICER	
CLUB SPORTS OFFICER	
COVID-19 SAFETY TEAM MEMBER	
COVID-19 SAFETY TEAM MEMBER	
COVID-19 SAFETY TEAM MEMBER	
COVID-19 SAFETY TEAM MEMBER	
COVID-19 SAFETY TEAM MEMBER	
COVID-19 COORDINATOR	
COVID-19 ACTIVITY LEAD	
COVID-19 ACTIVITY LEAD	
COVID-19 ACTIVITY LEAD	
COVID-19 ACTIVITY LEAD	
COVID-19 ACTIVITY LEAD	

PARTICULARS OF THE PREMISES	
AREAS USED BY SOI FOR TRAINING / ACTIVITIES:	
EXCLUSIVE USE	
COMMUNAL AREAS	
(Communal Area e.g. toilets, entrance area – areas which may be used by other groups at the same time as your Club).	
LOCATION OF ISOLATION ROOM:	
ISOLATION ROOM 1	
ISOLATION ROOM 2	
PPE STORAGE LOCATION	
The PPE gear will be kept in the isolation room, and/or an agreed secure area to be used for Emergency cases only.	
VENUE FACILITY LIAISON	
VENUE CONTACT PERSON	
IN-HOUSE CLEANING CONTACT PERSON	

EMERGENCY CONTACTS	
AMBULANCE SERVICES	999 / 112
Health Service Executive HELPLINE	Callsave 1850 24 1850 OR 01 2408787
Department of Health NI HELPLINE	111

KEY SUPPLIERS / EXTERNAL CONTACTS	
SUPPLIER:	Name:  Contact No:  Email:
SUPPLIER:	Name:  Contact No:  Email:
SUPPLIER:	Name:  Contact No:  Email:

## 8.4 VISITOR SELF DECLARATION FORM

**Requirement:** Visitor Self Declaration Form must be completed for contractors and suppliers etc. who may be required to visit the club.

**Action:** Clubs must ensure that all visitors / suppliers are sent this form in advance to complete before arriving at the club. Clubs must limit the number of visitors permitted at any training session; and account for these visitors within their overall attendee numbers.

Delete this box when the section has been filled in.

**If you answer YES to any of the below questions you should NOT attend your club and before you return you should follow appropriate medical advice and guidelines.**

Questions		Yes	No
<b>1</b>	Have you been in close contact with anyone who is confirmed to have had COVID-19 virus in the last 14 days?		
<b>2</b>	Have you been in close contact with anyone who is suspected of having COVID-19 virus in the last 14 days?		
<b>3</b>	Do you live in the same household with someone who has symptoms of COVID-19 who has been in isolation in the last 14 days?		
<b>4</b>	Have you been advised by a doctor to self-isolate at this time?		
<b>5</b>	Are you suffering now, or have you suffered any of the following symptoms in the past 14 days?		
		<b>Yes</b>	<b>No</b>
	Cough		
	Breathing Difficulties		
	Fever / High temperature		
	Sore Throat		
	Runny Nose		
	Flu Like Symptoms		
	Rash		
	Loss of Smell / Taste		
<b>6</b>	Have you been advised by a doctor to cocoon?		
<b>7</b>	Have you returned to Ireland / Northern Ireland within the last 14 days from a country listed by Government, which requires individuals to self-isolate or restrict their movements on their return?		
<b>8</b>	If "YES", WHERE? <i>Insert name of country</i> _____		
<p><b>If you answer yes to any of the questions 1-6 in the above section of this Pre-return Self Declaration form, you must receive a medical examination &amp; clearance from your GP to participate in Special Olympics Ireland activities</b></p>			
	Name:		
	BLOCK CAPITALS		
	Signature:		
	Date:		



## 8.5 CLUB CHECKLISTS

Requirement:	Clubs are asked to complete the checklists at regular intervals i.e. Before/After Each Training Session and Monthly Included below are sample checklists which may be used or altered as necessary.
Action:	It is advised that the session checklist is completed by the COVID-19 Activity Lead who must retain completed checklist as record of activity and provide confirmation of completion of task to the COVID-19 Coordinator. Monthly checklists should be completed by the COVID-19 Coordinator who will report regularly to the COVID-19 Safety Team and to the Club Chairperson. Delete this box when the section has been filled in.

## TRAINING SESSION / ACTIVITY CHECKLIST

		Session 1		Session 2		Session 3		Session 4	
TRAINING SESSION									
NAME: COVID-19 ACTIVITY LEAD / COORDINATOR									
DATE									
TIME									
HYGIENE		YES	NO	YES	NO	YES	NO	YES	NO
1	Hand Sanitisers are available at key areas								
2	Soap is available at all hand washing facilities								
3	Waste Bins in place								
4	High Touch Facilities disinfected before and after training								
5	Disinfectant available for all attendees to clean down surfaces as required.								
Documentation		YES	NO	YES	NO	YES	NO	YES	NO
6	Have any Visitor - Pre-Return Self Declaration Forms been returned?								
7	Have all forms been checked and confirmed prior to arrival?								

8	Has the club received any new pre return from activity forms?								
<b>Communication</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
9	Is signage in place, visible, and up-to-date?								
10	Have attendees received induction training?								
11	Reminders and updates carried out at the start of each session?								
<b>Check-in</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
12	Queuing system in place and being observed								
13	Hand sanitiser available for Attendees as required.								
14	Signage in place at check-in								
<b>Attendees</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
15	Attendees briefed on training activities								
<b>Training Activities</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
16	Training Activities in line with Government Guidelines								
<b>Equipment Use</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
17	Equipment sanitised before training session								
18	Equipment sanitised after training session								
<b>Sanitisation</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
19	Has the rubbish been disposed of appropriately?								
20	Have all surfaces & touchpoints cleaned thoroughly?								
21	Have all toilets and sinks been disinfected?								
22	Hand washing facilities include soap hot water, disposable towels in place								
<b>Deliveries</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
23	Were there any schedule deliveries?								
24	Were they wearing appropriate PPE?								

COVID-19 Safety Plan

25	Was physically distancing practiced on arrival?								
<b>Other: Site Specific Items</b>		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
26	<i>TBC by Club</i>								
27	<i>TBC by Club</i>								
28	<i>TBC by Club</i>								
29	<i>TBC by Club</i>								

NOTES / ITEMS REFERRED TO COVID-19 COORDINATOR

MONTHLY CHECKLIST								
CLUB NAME:		COVID-19 COORDINATOR						
MONTH	DATE	Have hygiene supplies been checked and in sufficient supply? (Y/N)	Are appropriate levels of PPE available? (Y/N)	Is a high level of cleaning and disinfecting been performed regularly? (Y/N)	Have any additional extra precautions or requirements been requested? (Y/N)	COVID-19 safety plan reviewed and up to date? (Y/N)	Have briefings been carried out regularly? (Y/N)	Inspected by:
	__/__/20__							
	__/__/20__							
	__/__/20__							
	__/__/20__							
	__/__/20__							
	__/__/20__							

NOTES / ITEMS REFERRED TO SAFETY TEAM

## 8.6 CLUB LOG OF SESSION ATTENDANCE

**Requirement:** Clubs must collate and maintain contact logs for each training session.

**Action:** The COVID-19 Safety Team should familiarise themselves with the legal basis for holding a log names for contact tracing purposes in a pandemic.

The club will complete a club log of attendance at every training session. This log will be sent to the Coordinator by the Club Activity Lead(s) after each training session. A template has been provided for clubs to use below.

Delete this box when the section has been filled in.

### Legal Basis for holding logs of names for contact tracing

The contact information that the club holds for its athletes, their parents/guardians/carers and volunteers is personal data and must be handled in accordance with GDPR to protect their privacy.

### Who might you need to share this personal data with and why?

You may need to share this personal data with regulatory bodies such as the Health Service Executive (HSE) (Republic of Ireland) or the Public Health Agency (PHA) (Northern Ireland) where you are obliged to make data available as required for the purposes of contact tracing. They will seek these records only where it is necessary, either because someone who has tested positive for COVID-19 has listed your premises or activity session as a place they attended recently, or because your premises have been identified as the location of a potential local outbreak of COVID-19.

These regulatory authorities will work with you, if contacted, to ensure that information is shared in a safe and secure way. You should share the requested information as soon as possible to help identify people who may have been in contact with the virus and help minimise the onward spread of the virus.

In relation to the legal basis for holding names for contact tracing purposes, the following legal underpinnings support this action during a national pandemic – the Infectious Diseases Regulations 1981 as amended (Republic of Ireland) and Public Health Act (Northern Ireland) 1967

### In the context of:

- The Public Health Emergency of International Concern relating to Covid-19 illness;
- The serious risk of Covid-19 transmission in congregate settings due to the high transmissibility of SARS CoV2 (the virus that causes Covid-19);
- The serious health, healthcare and broader impacts of uncontrolled Covid-19 in a population;
- The unprecedented efforts that were required to control Covid-19 in Wave 1 of Covid-19 in the first half of 2020, especially in relation to congregate settings;
- The ethical and public health imperative to prevent all avoidable cases of Covid-19, and so protect individual people;
- The ethical and public health imperative to break all chains of transmission particularly in view of the exponential potential, to protect our communities and the people on the island of Ireland.

### It is required that:

- Contact details of those in a congregate setting are recorded, and made available in a timely manner on request of the responsible authority for the investigation and control, including contact tracing of people exposed to SARS CoV2/ Covid-19
- All recorded data should be kept secure as per Article 5 of the GDPR, not used for any other purposes, and destroyed when no longer required under this direction.

### CLUB LOG OF SESSION ATTENDANCE

**All attendees names attending session must be included for health and safety purposes or if required for COVID-19 tracing**

<b>Sport or Activity</b>		<b>Location of Session (insert address)</b>	
<b>Date</b>		<b>Start time and End time of the session</b>	
<b>Name of COVID-19 Coordinator / Activity Lead for the session</b>			

Place an X in either the Yes or No box to indicate if there is a change in the health of the individual since completing their Pre Return Self Declaration Form

[illegible]

Informal education may include:

- Don't Share water bottles
- Wash hands before and after training
- No physical greetings or celebrations i.e. do not shake hands, hug, fist bump or high five
- Adhere to physical distancing measures
- Don't spit or clear nasal passages during training / activities
- If you feel unwell, notify your coach immediately

### 8.7 COVID-19 CLOSE CONTACT FORM

COVID-19 CLOSE CONTACT FORM		
<b>CLUB NAME:</b>		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"><b>DATE OF ACTIVATION</b></div> <div style="width: 50%;"></div> </div>

			COVID-19 TEST			SELF-ISOLATION REQUIRED		
	Name	Contact Number	Positive	Negative	Unknown	Yes	No	Date of return to activity
1*								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								

## 8.8 SUSPECTED OR CONFIRMED COVID-19 CASE OUTSIDE OF CLUB ACTIVITY TIME

What to do if you suspect you may have or you have been confirmed as having COVID-19?

**If you are feeling unwell and suspect that you may have COVID-19, you should contact your own doctor, who will advise you in relation to whether you require COVID-19 testing or not.**

If advised to go for testing, you will be asked to:

Self-isolate until the test result is known.

If you need to go for testing:

You must alert your Club COVID-19 Coordinator/Activity Lead. This is very important as the club will need to cease activity for those who may have been in close contact with you at the club.

If you have tested positive:

You will be asked by public health to provide details of your close contacts. Keep a note of the contact details for your Club COVID-19 Coordinator/Activity Lead who will be able to provide a close contact<sup>i</sup> list on behalf of the club.

You will be advised by your doctor/public health on what the next steps are and when it may be safe for you to resume activities again.

You may only safely return to club activity 14 days after symptoms start or you have a positive test, and are at least 5 days free from fever, or 14 days from being a close contact of a confirmed positive case. Public Health or your doctor will advise you in this matter.

If you test negative:

You may return immediately following a negative test once you have confirmed to the Club COVID-19 Coordinator/Activity Lead the outcome of your test and your intended return date.

**Prior to Returning to Club:**

If you have had to self-isolate or tested positive for COVID-19, you must complete the Pre Return Self Declaration Form - this may involve getting your doctor's approval to return.

You will need to inform your Club COVID-19 Coordinator/Activity Lead of your intended date of return to club activity.

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<sup>i</sup> **Definition of a Close Contact**

A close contact is anyone who has spent more than 15 minutes, face-to-face, within two meters of a person with coronavirus in any setting. For example, anyone living in the same household, or someone who has shared a closed space with a confirmed case for more than two hours.

See <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/> (ROI) or [www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public](http://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public) (NI) if you would like further information.