

Direction and Guidance for Staff on SOI Activities during COVID-19

Special Olympics Ireland (SOI) has developed this guidance to support staff to operate a safe environment when organising or attending activities. Staff are also required to take personal responsibility for their own safety. Where a staff member has a concern or query when planning activities, they should contact their director or a member of the Return to Activity (RTA) team for additional support or guidance.

We aim to support Government advice for SOI event days, marketing, fundraising, communication activities and any other activity organised by SOI, like coaching courses, club visits, workshops, etc. These guidelines relate to any activity that involves staff, members of the public, event participants, volunteers and/or athletes, media and/or sponsors and outlines the additional measures required. The protocols and guidance in relation to how we operate when we return to offices will issue separately from Human Resources at the appropriate time.

General – All SOI Activities

1. Masks

- Due to the health vulnerability of people with an ID and in support of public health guidelines, Special Olympics Ireland has taken the additional step of requiring mask wearing for SOI activities, group gatherings or congregated settings.
- All persons involved in any activity should be encouraged to wear a mask unless exempt from doing so – this includes Special Olympics staff members, athletes, volunteers, sponsors and family members etc.

2. Hand Hygiene

- Hands should be regularly washed or sanitised.
- If Special Olympics Ireland is the organiser of the event, there is a duty on SOI to provide sanitisation and back-up supply masks on site.

3. Physical Distancing

- Allow sufficient space for physical distancing, i.e. keeping a 2-metre distance where practical.

4. Travel To and From an Activity

- Encourage attendees to travel in their own vehicle or with attendees from their place of residence
- If carpooling, consider use of a pod system in which the same participants pod together for all activities where possible
- Masks should be worn during travel to and from the event; when on public transport, private buses / coaches or carpooling.

Guidance on Indoor Meetings, Training and Workshops

Room Set Up

- Ongoing consideration to room densities, meeting durations and ventilation should continue throughout the winter months.
- The room will be set up to allow physical distancing, as required, with a limited number of chairs; where the actual seats cannot be removed any seat that is less than 2m from the next will be marked in such a way to indicate seat is not in use.

Masks

- Masks **need to be worn by all attendees** unless exempt from doing so whilst in the venue
- Presenter/Facilitator should be encouraged to wear a mask but where a distance of 2 metres can be maintained between presenter/facilitator and the attendees, the presenter/facilitator may remove their mask when presenting.

Additional Measures

- Coaching or Educational programmes that contain a practical element should be delivered in line with other sporting measures permitted i.e. the use of pods of 6 for mixed immunity participants.

Guidance on Photography, Videography, Media or other interviews

We also want to be consistent with the guidance that we have issued to our own clubs, and therefore we are asking all Special Olympics staff to adhere to and implement the following guidance for Photography, Videography, Media or other interviews.

Outdoors

Photography, Videography, Media or other interviews:

- Masks may be removed during the photo call / media interview provided a distance of 2 metres is maintained

Indoors – in sports venues/hotels etc.

Photography, Videography, Media or other interviews

- Masks **need to be worn by all attendees** unless exempt from doing so whilst in the venue
- Masks may be removed during the photo call / video recording / interview provided a distance of 2 metres is maintained

Please note:

1. Athletes are not required to wear masks during any sports training session (indoor and outdoor)
2. Coaches are requested to wear masks during training sessions unless exempt from doing so.
3. We are unable to promote new clubs or other images/videos of SO activity that do not comply with the above guidelines unless it was taken/produced pre- COVID-19 and referenced accordingly.
4. Vaccination status does not change any of the above.
5. Risks to COVID-19 exposure are further reduced by keeping all group gathering to the minimum amount of times as possible

RETURN TO ACTIVITY (RTA) Team Members

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