



A friendship club for children and adults with special needs.

Covid-19 Plan

1. General

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

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

Role of Covid Officer

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

2. Contact Tracing

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

3. Entering the Pastoral Centre

- It's important that all members arriving should not be admitted until the designated time. Everyone must wait outside, maintaining social distancing.
- Coats or jackets should ideally be left in car or at home. If they are brought to the venue, they should be placed on the floor in the room or on the back of the chair they are using.
- Entry will be through the present Entrance door.
- On entry, wipe feet on the sanitising mat and use the hand sanitiser provided.

- One co-ordinator should direct members to enter wearing masks and with social distancing, while another would direct them to sanitise their hands and proceed into the hall.
- Walk directly to the hall following the arrows and observing social distancing.

4. Exiting the Centre

- Exit through the fire door at the top of the ramp in the coffee dock area wearing a mask and observing social distancing.
- Use the hand sanitiser at exit.
- There should be no crowding or congregating in the car park outside.

5. Preparation

- *To facilitate preparation and cleaning before and after each session the length of the activity for the members will be shortened.*
 - a. Timetable will be as below. This allows 25 minutes for members to leave before the next group arrives and gives the opportunity to clean up for the next group.

Time that members will arrive and leave	Time co-ordinators will arrive and leave
○ J.Jun : 12.15pm – 1.30pm.	Co-ordinators 12.00 – 1.45pm
○ Rebels 2.10pm – 3.30pm	Co-ordinators 2.00 – 3.45pm
○ Warriors: 4.10pm – 5.30pm	Co-ordinators 4.00 – 5.45pm
○ Sen 1&2 6.10pm – 7.45pm	Co-ordinators 6.00 – 8.00pm

- Class numbers will be limited as per governments guidance to youth clubs.
- Ensure all seating is adequately spaced according to 2 metre distancing rule.
- All known touch areas should be cleaned between classes.
- Any chair used must be placed in the designated **Used Chairs Area** at the end of the class. *(This will be done by the adult co-ordinators who will supervise the members as appropriate to the age and ability of the groups)*
- If extra items are brought to class e.g. water bottle/raincoat, these must be placed on the floor in a designated area, to limit the touch areas.
- During sessions the windows and door of the hall will be left open for ventilation when possible.

6. Toilets

- Toilets should be monitored throughout the session
- Members should be encouraged to wipe down the bathroom before and after use.
- A maximum of 3 people only should use the toilets at any one time.
- Only 2 cubicles and 2 sinks are in use and paper towels are available for drying hands.
- Members should be reminded to wash their hands properly (20 seconds)
- The invalid toilet is not in use.

7. Activities

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

8. Transport

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

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

9. Refreshments

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

10. Illness

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

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

If a person falls ill during a session it must be brought to the attention of the co-ordinator and Covid Officer. They should not leave the room and parents should be contacted immediately.

Signed: 

Pearse Nolan
Chairperson
Dublin South Arch Club