



GALWAY COMMUNITY CIRCUS  
COVID-19  
POLICY & PROCEDURE



## CONTENTS

• Introduction	6
• This Policy	6
• Covid-19 Infection Control Policy	6
• Policy Statement	7
• Specific measures to reduce the risk of transmission of COVID-19 in our setting	9
• Actions to prevent people w/ symptoms of COVID-19 from entering the Circus	19
• Staff: Health and Safety Authority return to work protocol	23
• Members return to the Circus	17, 20
• Visitors and Contractors	21
• Suspected case of COVID-19 in the Circus space	26
• Covid-19 Risk Management	22
• Risk management and COVID-19	22
• On-going communication and support	18, 26
• Cleaning Facilities Availability Within Our Service	27



## COVID-19 Policy

Name of Organisation:	Galway Community Circus
Document Title:	Covid-19 Policy and Response Plan
Document Author:	Fiona Hession
Document Approved by:	Board of Directors
Person(s) responsible for developing, distributing, implementing and reviewing Policy:	Persons responsible: Fiona Hession, Ulla Hokkanen, Board of directors
Person responsible for approving Policy:	Approved by: Board of Directors, Galway Community Circus
Method of communication of Policy to staff (e.g. email, hard copy, induction training, sign off):	Zoom Meeting TBD Email Fiona Hession – General Manager
COVID-19 Compliance Officer & Lead person	Fiona Hession, Gwen Le Guillou & Davi Hora
Method of communication of Policies to parents/guardians & membership (e.g. via email, hard copy displayed in service):	Email Circus Reception & Management Staff
Method of communication of Policies to members (e.g. posters, games, discussion):	Tutors Signage
Method of communication of Policies to Stakeholders (e.g. full policies via email, hard copy):	Email
Date the Document is Effective From:	09/07/2020
Number of Pages:	27



**Galway Community Circus**

**COVID-19 Policy**

Galway Community Circus

## Introduction

The government has published a 'Return to Work Safely Protocol, COVID-19 Specific National Protocol for Employers and Workers<sup>1</sup>' which describes the measures required to be put in place by employers and adhered to by workers to reduce the risk of the spread of COVID-19 in the workplace as it re-opens on a phased basis under the government's roadmap. The Health and Safety Authority (HSA) has been given the authority to oversee compliance with the protocol.<sup>1</sup>

The National Protocol and guidance for the youth sector incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHE) but as this advice evolves these measures and guidance may change so this policy may change at a future time to reflect this advice.

## This policy

- Is informed by the Government's Return to Work Safely Protocol, COVID-19 Specific National Protocol for Employers and Workers.
- Is underpinned by the government's key recommendations to reduce the risk of transmission of the coronavirus: good hand hygiene, good respiratory hygiene, social distancing and regular cleaning and disinfecting.
- Is informed by the Department of Children and Youth Affairs (DCYA)<sup>2</sup>

✓ Principles underpinning practice when reopening

---

<sup>1</sup> <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/>

<sup>2</sup> <https://first5.gov.ie/practitioners/reopening>



- ✓ COVID-19 Infection Prevention and Control guidance for youth settings

## Policy Statement

This policy is intended to support Galway Community Circus to safely re-open our services for staff, and members, to adopt a risk assessment approach and to implement public health measures to reduce the risk of the transmission of COVID-19 so as to provide a safe and healthy environment.

This policy sets out procedures to implement public health measures to reduce the risk of the transmission of COVID-19 while ensuring that the Circus' policies and practices remain youth-centred and that the health and well-being of our members and staff are a primary concern.

The Circus has a strong focus on the importance of effective communication with staff and our membership and supports that may be required to alleviate the impact of the disruption, uncertainty and distress for some caused by COVID-19

## Covid-19 Infection Control Policy

This Infection Control Policy has been developed in the light of the COVID-19 pandemic.

What is set out below is the additional enhanced procedures and should be read in conjunction with the Circus' standard policy.

Covid-19 is a new illness caused by a new coronavirus (SARA-CoV-2) which is spread mainly through tiny droplets scattered from the mouth or nose of a person with the infection. The droplets can be scattered when the infected person coughs, sneezes, talks or laughs. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth.



Anyone can get this illness but to date the evidence is that older people and those in at risk categories are most seriously affected.

#### The most common symptoms are:

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties

It can take up to 14 days for symptoms to appear. Some cases are asymptomatic, meaning there are no symptoms, however the individual is still infected with Covid-19.

#### Children

The current evidence suggests that children seem generally less likely to contract the virus and are not more likely than adults to spread the virus to other people. Children can get this illness but the current evidence is that they have no symptoms or very mild symptoms.

#### Symptoms in children include:

- Cough
- Fever
- Runny nose
- Sore throat
- Diarrhoea
- Vomiting

#### How it is transmitted or spread

- COVID-19 is transmitted in breath, sneeze or cough droplets
- The virus is transmitted through bodily fluids from an infected person's nose or mouth coming in contact with your eyes, nose or mouth.



- Transmission can be directly from person to person, however it is more commonly transmitted indirectly, when you touch surfaces or objects where the virus is present, followed by touching your face, where the virus enters through the mucous membranes
- Children are not more likely than adults to spread the virus

## How to reduce the risk of transmission

### Hand hygiene<sup>3</sup>

#### We will follow the following protocol in terms of hand washing

We will wash our hands frequently with soap and water or use an alcohol-based hand rub if hands are not visibly dirty for 40-60 seconds and in line with the WHO and HSE recommendations

- The Circus will promote good hand hygiene techniques in line with HSE and WHO guidelines, and support our members to do the same through communication and signage.
- We will ensure an adequate supply of liquid soap, hand gel or rub and disposable or paper towels available throughout the premises including arrival areas.
- All hand gels unless otherwise stated for staff, parents and members are alcohol based.
- We will use liquid soap and warm running water for hand washing and only use hand gels or rubs where running water is not available
- Hand gel or rub must be applied vigorously over all hand surfaces, for 40-60 seconds, and are only effective if hands are not visibly dirty.
- If hands are physically dirty, then they need to be washed with liquid soap and warm water and staff and membership will have to go to the nearest sink or bathroom to do so.
- Staff and members will be encouraged to avoid touching their eyes, their mouth or nose with their hands.

---

<sup>3</sup> <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>.



### How to wash your hands with soap and water (HSE)

- Wet your hands with warm water and apply soap.
- Rub your hands together until the soap forms a lather.
- Rub the top of your hands, between your fingers and under your fingernails.
- Do this for about 20 seconds.
- Rinse your hands under running water.
- Dry your hands with a clean towel or paper towel.

### Younger Children should wash their hands and be supervised doing so

- When they arrive at the Circus and before they go home
- Before eating and drinking (Members are asked to bring their own water to their Circus classes)
- After using the toilet
- After sneezing or coughing into their hands
- Whenever hands are visibly dirty

### Staff should wash their hands

- When they arrive at the Circus and before they go home
- After coughing and sneezing
- Before and after eating their own food – breaks/lunches (Staff are asked to bring pre prepared lunches and snacks to work)
- If staff move from one room to another room or from inside to outside areas
- If staff have physical contact with a member
- After cleaning tasks



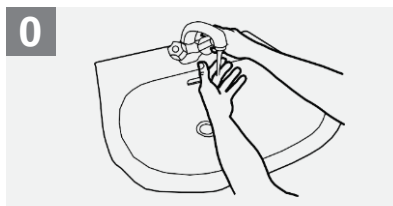


- After removing gloves
- After handling rubbish
- Whenever hands are visibly dirty
- If in contact with someone who is displaying any COVID-19 symptoms
- Before and after being on public transport [if using it]
- Before and after being in a crowd

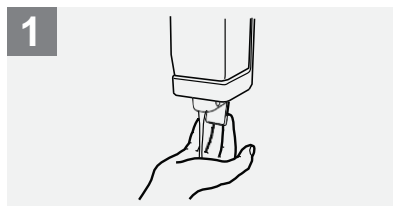
# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

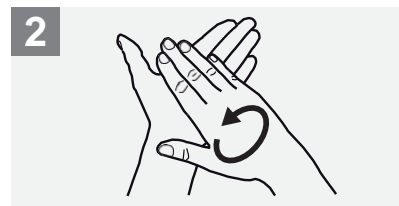
 **Duration of the entire procedure: 40-60 seconds**



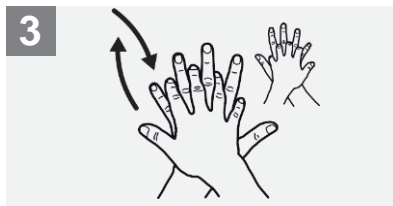
0 Wet hands with water;



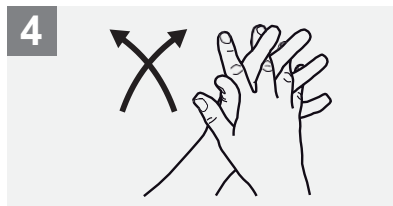
1 Apply enough soap to cover all hand surfaces;



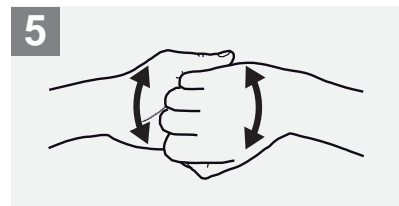
2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



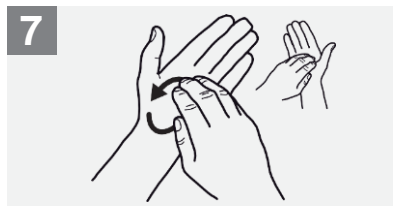
4 Palm to palm with fingers interlaced;



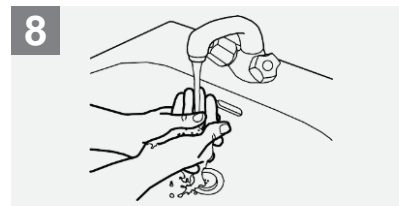
5 Backs of fingers to opposing palms with fingers interlocked;



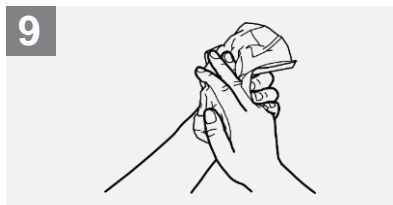
6 Rotational rubbing of left thumb clasped in right palm and vice versa;



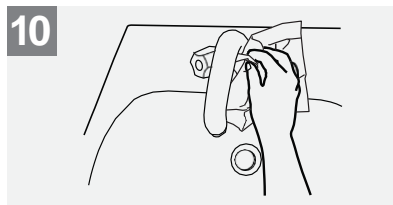
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



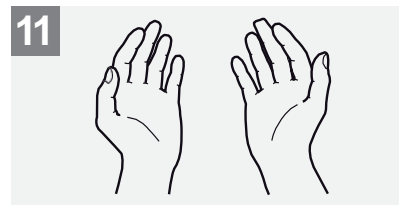
8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;




11 Your hands are now safe.



Galway Community Circus

# How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

 Duration of the entire procedure: 40-60 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



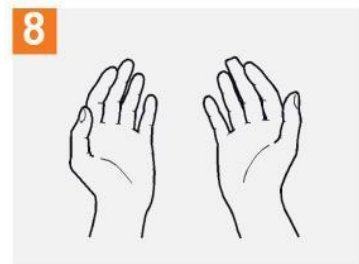
5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.





## Respiratory hygiene practice, good respiratory hygiene

When coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water for 40-60 seconds and in line with the WHO and HSE recommendations. It is better that children wash their hands where possible but where this is not possible rubs should be used.

- Staff and members must adopt good respiratory hygiene and etiquette
- Cough or sneeze into your elbow or into a tissue
- The Circus ensures that tissues are readily accessible throughout the space with a dedicated pedal operated bin provided in each of the rooms for easy disposal of used tissues.
- Staff and members should wash their hands after coughing or sneezing

**Avoid touching your eyes, nose and mouth** – the virus enters the body through eyes, nose and mouth so refraining from touching your face drastically reduces the chances of contracting the virus.

## Personal Protective Equipment (PPE)

The Circus will have an adequate supply of PPE for use when required by staff.

## Face Masks

The government has advised wearing a face mask in public indoor spaces where social distancing is difficult to maintain e.g. public transport, retail outlets. The public health advice is that the wearing of face masks by children under 13 years of age is not recommended. Some specific tasks and roles may require masks e.g. Tutors close contact (Spotting), administering some First Aid, caring for a staff member or member who presents with symptoms of COVID-19 while at the service, cleaning.

**We will use facemasks in these situations only.**



### Social distancing

- **Maintain social or physical distancing**, that is, leave at least 2 metres (6 feet) distance between adults when staff are not engaged in Circus activity e.g. breaks or arriving at work
- As part of social distancing a **'no handshaking or hugging policy'** will be implemented
- The Circus recognises that it is not possible for Tutors to always observe physical distancing when working with our membership and it is not practical nor recommended that younger children should physically distance from each other. The circus will request consent from parents/guardians for these instances.

### Specific measures to reduce the risk of transmission of COVID-19 in our setting

- St Joseph's community Centre and the Circus will use markings on the ground and other ways to divide indoor physical areas so as to support and guide members safe movement within the centre to assist in social distancing.
- **A record will be retained of the membership, staff and visitors each day to facilitate contact tracing** in the event of an episode of the infection. (Contact tracing log)

### Staff's physical contact with membership

- The Circus requires staff to implement social distancing of 2 meters or 6 feet between them while they are working with the membership in as far as possible, whilst ensuring members are kept safe. If close contact is necessary (Spotting) Staff will wear appropriate PPE.

### Physical environment

- The premises has been forensically cleaned by a contract cleaning company prior to the Circus re-opening, including all equipment.
- Attention has been given to any shared entry or exit points and measures have been put in place to prevent contact.



- The Circus will ventilate the environment as much as possible and within temperature requirements. COVID-19 thrives more in an indoor environment.
- The Circus will use the outdoor space as much as possible when the weather permits. This increases the space for activities to be set up and increases the space between members.
- Child friendly signage will be displayed including physical distance markings in communal areas and at drop and collection points to encourage social distancing and to prevent groups congregating
- We have placed a notice at the entrance to the Circus stating that members and staff may not attend if a child/parent/household member or staff member has
  - ✓ signs or symptoms of respiratory infection, such as a cough, shortness of breath and/or fever
  - ✓ temperature of 38C or over

#### Physical environment – staff areas

- Offices access is limited primarily to office staff and when teaching staff have to complete administrative, filing or reporting tasks
- Office spaces will be reconfigured to ensure social distancing of 2 meters or 6 feet between the staff. Where that can't be organised only one staff member should use the office at a time
- Where it is difficult to organise staff spaces to facilitate social distancing, physical partitions to reduce the transmission of the coronavirus between staff may need to be considered
- Where staff share a desk or hot desk, surfaces that are regularly touched should be cleaned after each staff member has used the space e.g. keyboard, mouse, desk, chair, press
- Staff should not share equipment such as pens, cups and plates but should have these items for their own personal use.



- Where a staff room is used ensure tables and chairs are placed far enough apart to ensure social distancing of 2 meters
- Staff are responsible for cleaning and disinfecting their tables and chairs after use for the next person.
- Cutlery and crockery should be washed in the dishwasher at 60°

### Equipment

- The Circus will organise equipment into different buckets for use in each class, this equipment will be placed back in the bucket after use to be washed and disinfected prior to next use. If this can't be done, the equipment will be quarantined for 72 hours prior to next use.
- The Circus will offer equipment that can be easily cleaned, disinfected (where necessary) and dried on a daily basis.
- The Circus will carefully consider the use of certain equipment that are difficult to clean e.g. soft equipment.
- Equipment where practical, should not be shared between the members.
- The service will limit food preparation activities between staff.
- The service will ask members not to bring unnecessary baggage with them to the Circus, they will be asked to bring their own water bottle for individual use only.

### Trips

- Trips requiring transport to be deferred for now

### Food provision

- The Circus actively discourages the sharing of food between members and between staff.
- Staff should bring packed lunches clearly marked with their names.

### Enhanced COVID-19 Cleaning Schedules

We will use enhanced cleaning schedules which specify:



- The areas to be cleaned, particularly frequently touched surfaces, e.g. light switches, door handles, taps, toilet flush handles, tables
- The method of cleaning, frequency of cleaning, and the cleaning product to be used
- All equipment
- A list of the cleaning products will be maintained with clear written directions for their use
- Each room used by the Circus will have an adequate supply of cleaning agents stored safely so that staff have immediate access. The Circus/St Joseph's Community Centre will ensure that there are adequate supplies of cleaning agents, liquid soap, hand gel/rub, paper hand towels.

#### Cleaning of Equipment

- All equipment (including those not currently in use) will be cleaned on a regular basis, i.e. after each class. Those not currently in use-weekly, This will remove dust and dirt that can harbour germs.
- All Equipment that is visibly dirty or contaminated must be taken out of use immediately for cleaning.

#### Cleaning Procedure

- Wash the equipment in warm soapy water, using a brush to get into crevices where practical.
- Rinse in clean water.
- Thoroughly dry the equipment.
- Hard equipment may be spray cleaned.
- Equipment that cannot be immersed in water should be wiped with a clean damp cloth and dried, disinfectant added where necessary.

#### Disinfection procedure

- In some situations, equipment may need to be disinfected following cleaning. For example: equipment that members may have coughed or sneezed on.





## Members

### Revised Drop off and Collection Procedures

The purpose of these dropping off and picking up of members procedures is, in as far as possible, to support social distancing and minimize the number of contacts that parents/guardians and members have with other parents/guardians and members, especially at the entrance to the Circus or in the arrival area. The Circus will where practical:

- Ask parents to remain in their car when they arrive and wait for further instruction from the Tutor on duty.
- Walking parents should wait at the designated waiting area and take note of the 2m markings on the ground when waiting for further direction from staff
- Use 2-meter markings on the ground outside the Circus to encourage parents with their children to socially distance at drop off and collection times
- Request that only one parent per family drops off and collects their child/children.
- Ask parents to wash their hands and children's hands at home before they come to the service.
- Ask parents to take their child's temperature each day before they come to the service as part of ensuring that children are well.
- Ask parents to bring their child to the centre in clean clothes each day. Where this is not practical, discuss alternatives with the parents.
- Ask parents not to leave equipment such as buggies, car seats, scooters at or in the premises but to bring them home.
- Ask parents and children to wash their hands-on arrival at the service and at collection times. Where there isn't the availability of running water at the entrance to the service, provide hand sanitizer.
- Limit access to the Circus to parents of infants and those with specific needs or in risk categories



## Communication with membership parents/guardians

In advance of our membership returning, the Circus will make contact with parents:

- To enquire if their child is returning to the Circus
- To ask them to complete the return to Circus form
- To explain the revised COVID-19 health and safety and risk management procedures, the revised drop off and collection procedures, the purpose of these new procedures in reducing the transmission of the virus and that the Circus is safe for their children or themselves to return to while acknowledging that the risk of the virus being transmitted cannot be fully eradicated
- To emphasize the importance of themselves or their child only attending the service if they are well and with no symptoms of COVID-19 and actions to be taken if they or their child are displaying any of the symptoms of COVID-19 or are a confirmed case or have been in close contact with a suspected or confirmed case
- To explain the actions that will be taken if they themselves, a child or staff member shows symptoms of COVID-19 while attending the Circus including that of their own or their child's temperature may be taken in this context
- To request an additional emergency contact in the event that they are not contactable
- To explain the member agreement, what it will cover and that parents will be required to sign it
- To assure them that the Circus' practices will continue to be membership centred
- To emphasize the responsibilities of parent's guardians and members in supporting the new procedures.
- The Circus will also seek to understand if COVID-19 and the restrictions have had any traumatic or difficult impacts on our membership and how the Circus may need to support the member on their return.
- The Circus recognizes that ongoing communication will be really important especially if procedures change or are updated and this helps to make everyone feel secure and safe with the new procedures.



- The Circus will ensure that parents/guardian/members are met at the entrance of the service each day by a staff member while adhering to social distancing between the adults. In addition to the usual communication about membership, this time also allows for any discussion needed on members health and any sign of them being unwell.
- Given that face to face communication between staff, members and parents/guardians will be reduced to drop off and collection times, management and staff will use alternative ways to communicate with parents e.g. email, text, phone, social media , Zoom etc where needed.
- Please do not delay Tutors returning to their class at drop off and collection times. There is only time for general chat at these times. In depth conversations should be done by phone at a prearranged time. Please arrange this time through the office if needed at [info@galwaycircus.com](mailto:info@galwaycircus.com)

## Actions to prevent members and staff with symptoms of COVID-19 from entering the Circus

### Staff

#### Health and Safety Authority return to work protocol

- Before returning to work all staff must complete a pre-return to work form at least three days in advance of returning to work. This form should seek confirmation that the staff member to the best of their knowledge has no symptoms of COVID-19, that they are not self-isolating, that they have not had close contact with a person who is a confirmed or suspected case of COVID-19 in the past 14 days or awaiting results of a COVID-19 coronavirus test.
- If a staff member is identified as being in the “at risk or vulnerable category”, the Circus will carry out a risk assessment with the staff member and identify what controls can be put in place to support the staff member’s safe return to work. It is recommended in the Return to Work Safely Protocol that vulnerable or at-risk staff should be preferentially supported to maintain a physical distance of 2 meters.



### After returning to work

- After a return to work, any staff member who is unwell with a fever, has a cold, influenza or infectious respiratory symptoms of any kind or displaying any of the symptoms<sup>4</sup> of the coronavirus, will need to stay at home, contact their GP and seek their guidance on referral for coronavirus testing.
- Any staff member with symptoms of coronavirus or who tests positive should quarantine at home for 14 days and only return to the Service when the symptoms have fully resolved and with a doctor's certificate stating that the staff member is no longer infectious.
- Any staff member who is a close contact of a person who has or is suspected to have COVID-19 should stay at home and quarantine<sup>5</sup> for 14 days even though the staff member feels well but it is possible that they are also infected. It can take 2 – 14 days to show symptoms, so it may take up to 14 days to know if they are infected or not. They should only return to the Circus with a doctor's certificate to say they do not have coronavirus and are not infectious.
- Staff must adhere to all public health travel restrictions that are in place e.g. quarantine for 14 days on return from non-essential travel abroad or any other travel restrictions that are put in place

### Members

#### Members return to the Circus

- Before returning to the Circus parents/guardians/members will be asked to complete a pre-return to Circus form for their child or themselves. This form will seek confirmation that the Circus member, (Where children are concerned-to the best of the parent's/guardians knowledge), is well, has no symptoms of COVID-19, that they have not had close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days or awaiting results of a COVID-19 coronavirus test, and that they are not in a risk category.

---

<sup>4</sup> <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

<sup>5</sup> <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>



### After returning to the Circus

- Any Member who is unwell with fever, cold, influenza or infectious respiratory symptoms of any kind or displaying any symptoms of coronavirus, needs to stay at home, contact their GP and seek their guidance on referral for coronavirus testing.
- Any member with symptoms of coronavirus or who tests positive should quarantine at home for 14 days and only return to the service when the symptoms have fully resolved and with a doctor's certificate stating that the child is no longer infectious.
- Any member who has had or is in close contact of a person who has or is suspected to have COVID-19 should stay at home and quarantine for 14 days even if the member feels well it is possible that they are also infected. It can take 2 – 14 days to show symptoms, so it may take up to 14 days to know if they are infected or not. They should only return to the Circus with a doctor's certificate to say they do not have coronavirus and are not infectious.
- Parents/guardians/members must adhere to all public health travel restrictions that are in place e.g. quarantine for 14 days on return from non-essential travel abroad or any other travel restrictions that are put in place

### Parents/guardians dropping off members

- Only parents/guardians who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised should be allowed to drop off and collect members.
- If a parent/guardian or member is identified as being in the "at risk or vulnerable category", the Circus will carry out a risk assessment with said person and identify what controls can be put in place to support the persons safe return to Circus if at all possible.

### Visitors and contractors

- Where at all possible, we will limit access to the Circus to staff and members only
- Visitors or contractors will only be permitted to enter the Circus on essential business e.g. essential maintenance, and they should be asked to make these visits outside of the usual operational hours.
- Where external deliveries are required, practices will be put in place to ensure that delivery staff remain outside the premises and adhere to social distancing and good infection control practices
- All visitors and contractors will be required to sign the Service's Visitors' Book giving their name, date of visit, contact details and reason for them being at the service.



- People who are in high risk or vulnerable categories<sup>6</sup> will be asked not to attend.

#### Temperature testing

- The public health advice is that routine temperature checking for staff and/or members is not required. Temperature testing if a member or a staff member becomes unwell in the Circus may be required and should be discussed in advance with staff and members.
- Temperature testing devices will be available in the service as part of standard practice.

#### Vaccination

- It may be recommended by the government that members, staff and parents are encouraged to have the seasonal influenza vaccination this coming winter in order to minimise the risks associated with a possible resurgence of Covid-19 during the annual influenza season. The Circus will support any such recommendation.

### Risk management and COVID-19

In managing the risks associated with COVID-19 in the Circus, the risk management process outlined in the Circus' Risk Management Policy will be used. The risk management approach will focus on identifying the hazards, the level of risk and the controls to address the risks identified. Risk assessment forms will capture the risks identified, the level of risk and the control measures that have been put in place.

#### Cleaning between Classes:

- The Circus Hall will be cleaned and ventilated between each class.
- The Circus spaces will be cleaned throughout the day at designated times.

---

<sup>6</sup> <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>



Some of the areas of risk that will be included in the risk management process:

### People

- Members
- Staff
- Parents
- Visitors / contractors
- People in at risk or in high risk categories
- Pregnant staff
- Staff absenteeism associated with COVID-19

### Activities

- How staff work together
- How staff and members work together
- The circulation and movement of staff and members in the Circus
- The drop off and collection of Members to and from the service by their parents/guardians
- The engagement of the staff with external contractors, delivery, waste management services

### Environment

- Spaces – Circus Hall, Blue Room, toilets, kitchen, entrances, reception areas, offices
- Equipment – Office & Circus Equipment
- Furniture – offices

### Staffing

**Rosters:** Management will confirm in advance to staff any changes relating to:

- New staff rosters allow for minimum contamination within an office.
- Starting and finish times



- Rostering of breaks [as appropriate]
- Arrangement of teams and how they will work together [where applicable]

Management will confirm to staff the reason for the changes in rosters, start/finish times, and breaks. These arrangements may change in line with further updates regarding COVID-19 issued by the Government & the Public Health Office.

### Staff training

#### COVID-19 staff induction training

Before returning to work all staff will have specific training on the following and a record of this training will be maintained.

- COVID-19 including symptoms, modes of transmission and how to reduce the risk of transmission of COVID-19
- Revised policies such as infection control, risk management
- The Service's COVID-19 Response Plan on the actions to be taken if a staff member or Circus Member is suspected as having or tests positive for COVID-19
- The revised procedures for drop off and collection of members
- The revised and enhanced procedures for cleaning
- How to use personal protective equipment in the event of a member or another staff member becoming unwell

#### COVID-19 Lead staff representative<sup>7</sup>

At least one COVID-19 lead staff representative will be appointed by the employer, to work in partnership with them to assist in the implementation of changes to work practices and infection control measures. This role will be taken up by two Circus employees -Gwen Le Guillou & Davi Hora. The employees taking up this role will receive training. The roles and responsibilities of this individual will include:

---

<sup>7</sup> [HAS worker representative checklist no 7\[16610\].docx](#)





- Working collaboratively with employer/manager/compliance officer to ensure that COVID-19 measures are strictly adhered to
- Being aware of the signs, symptoms, transmission of COVID-19 and preventative measures
- Being familiar with what to do if a staff member or a Circus Member develops symptoms while in the service
- Being familiar with all the COVID-19 measures in place in the Circus
- Keeping up to date with government advice on COVID-19
- Supporting effective communication between staff and management on the COVID-19 health and safety measures in place and how they are working
- Being available to staff for any concerns they may have
- Reporting problem areas or non-compliance to management

#### Staff breaks

- Staff breaks/lunches should be staggered by reorganising and rearranging break times to prevent interaction between staff. This can be done by ensuring social distance of 2 meters between staff at all times.

#### Meetings

- Conduct meetings as much as possible using online remote means. Where face to face meetings are necessary the length of the meeting should be kept to a minimum and the participants must maintain social distancing of 2 meters at all times.
- Staff members must not gather together in groups in the Circus or on arrival or when leaving. The Circus in cooperation with staff will organise the staggering of the movement of staff in and out of the Circus to support social distancing

#### Staff clothing

- It is recommended that staff wear clean clothes each day and, at the end of the day, that staff go home, shower and put work clothes in the wash immediately at a temperature of 60°



- Where space is available, staff can come to work in their personal clothes and change into work wear in work after washing their hands. They should change back into their personal clothes at the end of the day to prevent bringing anything into their home from the Circus.
- It is recommended that staff have some additional clean clothing in the Circus e.g.in case of spillages

### On-going communication and support

- This is an uncertain time with many challenges. Public health advice changes as more is known about COVID-19 so the Circus will provide ongoing support and communication to keep staff up to date.
- We will provide support for staff who may be suffering from anxiety or stress e.g. may have gone through traumatic events such as the serious illness or death of a relative or friend.
- During the COVID-19 period regular 'check in' with staff should be carried out by management and/or the COVID-19 representative. Employees should raise any concerns/issues or suggestions.
- Staff should keep in touch with Fiona for any needs they may have.

### Suspected case of COVID 19

For a suspected case of Covid 19 within the Circus all staff will follow Galway Community Circus' Covid Response Plan. This document gives a detailed view on the procedures to be followed for a suspected case among the Circus staff and membership. A member showing symptoms should immediately tell their Circus Teacher while socially distancing s that they may inform the response team.



## Cleaning & Facilities

### Availability Within Our Circus:

<p><b>Wash Hand Basins:</b></p>	<p>Toilets for members &amp; staff use, Kitchens for staff use</p>
<p><b>Hand Sanitisers:</b></p>	<ul style="list-style-type: none"> <li>● At the entrance there will be hand sanitiser mounted on the wall.</li> <li>● Outside the Circus Hall, Offices and Kitchens there will be hand sanitiser mounted on the wall.</li> </ul>
<p><b>Storage of Cleaning Agents:</b></p>	<ul style="list-style-type: none"> <li>● Cleaning products will be stored in the Kitchen, Circus Hall and each office.</li> <li>● Every Circus used room will have a Cleaning box for a small supply of everything they may need</li> </ul>

If you have any further questions on what Galway Community Circus is doing to ensure the safety of our employees/Tutors and members, please feel free to contact our Covid 19 Compliance Officer [fiona@galwaycircus.com](mailto:fiona@galwaycircus.com)