



## Galway Community Circus' Covid Preparation Plan

### INTRODUCTION

The health, well-being and safety of our membership, employees, artists and volunteers is our top priority, and this document includes the practical measures we are taking to manage a safe return to the workplace and our services for all our employees, artists, volunteers and membership. It also outlines how we intend to make our workplace a safe environment for visitors and our Circus members.

The purpose of this document is to provide practical guidance and procedures to safeguard the health of everyone who uses our space. It is intended to consolidate practical guidance that is available at time of writing on how to manage business continuity during the COVID-19 pandemic and to safely manage a return to work for employees/Artists and the return to activities for our membership. It addresses risks to both workers and the public and draws from many already published documents which are acknowledged in *Appendix 2*.

### AIM

The Aim of this document is to assist Galway Community Circus in assessing our current control measures against the spread of COVID-19. The document will introduce consistent measures in line with the Government's recommendations on social distancing.

### SECTION 1: RETURNING TO WORK

**In advance of employees, artists and volunteers returning to work, and members coming back to activities, we will now implement the following:**

- Employees, artists and volunteers and membership will maintain a 2-meter physical distance between each other where possible/practical and measures outlined below will be taken where this is not possible,

**Office staff:** Galway Community Circus currently have 4 office spaces. In their current state we can accommodate maximum six people (1-2 persons in each office) at any time. Clear daily cleaning procedures will be created for each space. Cleaning procedures can be located on our Covid information page on our website or on request prior to reopening. The responsibility of the daily cleaning procedures for each office space will be that of the employee/s using this space. In the event of six employees returning to work in these offices, where necessary, barriers will be erected within each office between the two employees if adequate distance is unable to be maintained, ensuring the protection of each employee against possible Covid 19 transfer. Cleaning stations will be provided in each office.

**Tutors & Membership:** Galway Community Circus have reimagined the existing programme for youth and social circus so that they may co-exist with the ongoing pandemic. This new



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programme outline considers social distancing where practical at indoor activities, online offerings and outdoor activities offered to make up the overall new programme area. Where social distancing is not possible PPE equipment will be available for Artists/Tutors and consent will be acquired from membership. To allow the Circus to continue there will be a duty of care and Individual responsibility on every employee/Artist/Tutor/Volunteer and member to comply with the outlined procedures and take individual responsibility for their own personal hand and respiratory hygiene.

- **Galway Community Circus will manage meetings, interviews, and programme interactions in the following ways.**

Meetings, interviews, and other business interactions can be done in three ways. Large groups will continue to hold meetings via online platforms, allowing the individuals to maintain social distance. Groups of 6 can meet outside or inside maintaining social distancing. Any indoor locations will be well ventilated. Sanitation stations and PPE equipment will be provided where necessary.

Programme Interactions will be reviewed on a case by case scenario. Social distancing will be followed where practical, Outdoor activities will be in line with Social distancing guidelines, all direct contact needed to achieve or support an activity will be done by Artist and Tutors in PPE. Indoor Interactions will follow the reimagined programme outline for Galway Community Circus and Covid 19. In the case where social distancing is not possible PPE will be provided to Artist, Tutors and Volunteers. Sanitation stations will be provided in each area of activity.

- **Employees/Artist/Tutors/Volunteers and public use of communal areas such as the Circus kitchen and lounge areas will be managed in the following ways**

Communal areas such as the Circus kitchen will only be used by St Joseph's Community Centre organisations and this will be on a strict rota basis. These rotas will include individual staggered time slots for breaks and an outlined standard of cleaning to be carried out by the Individual on completion of their break. Time for cleaning will not be recorded in the employees break times but that of their working day (15 minutes). The shared public lounge area will be marked in compliance with social distancing guidelines. Cleaning & sanitation station will be provided in communal areas.

- **Galway Community Circus will implement resourcing strategies to support physical distancing.**  
Depending on existing contracts we will have different people working on alternating days, or stagger working hours so that not all staff are in at the same time where necessary. Some remote working on selected days for selected contracts will further enable this.
- **One-way pathways for entrance and exit will be marked in the pathways of St Joseph's Community Centre.**



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Working with St Joseph's Community Centre, we will decide on the sides of pathways for entrance and exit. (Keep left for entrance, keep right for exit) This directional information will be marked clearly on all pathways. We will also provide masks for staff to use when in pathways.

- **Compliance with the above will be monitored and consequences put in place for non-compliance.**

Communication will be central to ensuring that employees are both familiar and compliant with all these initiatives. A Covid 19 compliance Officer and Lead person have been appointed and trained to assist in monitoring the compliance of procedures created for Covid 19. The consequence of non-compliance will be disciplinary procedures.

### Returning Staff

Galway Community Circus will provide mandatory re-induction training for returning staff through HR Connections. Managers will provide the team with In-house induction training on all policies and procedures regarding Covid 19 via online platforms prior to their return to work. Line Managers will also have a one-to-one return meeting with employees/tutors/Artist/Volunteers, where a key focus is on health, safety and well-being. Any adjustments and/or ongoing support they may need to facilitate an effective return to the workplace will be discussed and highlighted. This will cover topics such as:

- Changes in company services or procedures
- How specific member queries or issues are being address
- Changes in some services
- Changes to work duties or tasks
- COVID-19 Risk Assessment will be made available to all returning staff
- Updates to Safety Statements, Procedures and other relevant documents will be communicated to staff
- All persons returning to work and members who will be entering the premises must complete a COVID-19 Self-Declaration Form [*Appendix 1*] at least 3 days in advance of persons returning to workplace. Staff who declare that they have shown symptoms, are awaiting the result of a test, or have been in close contact with a person who is a suspected or confirmed case should wait until they have clearance from their doctor before being allowed to return to work. This declaration form and any clearance confirmation must be then provided to the General Manager.
- The company will provide mental health support to the team through linkage with online training and support and ongoing check-ins with the management team.



This plan includes:

- Updated health and safety risk assessments and our safety statement
- Addresses levels of risk associated with various workplaces and work activities including Workers individual risk factors
- How to deal with a suspected case of Covid-19
- Controls to address risks
- Contingency measures to address increased absenteeism and implementation of measures to reduce the spread of Covid-19

### **COVID-19 IDENTIFICATION AND ISOLATION POLICIES**

#### **GALWAY COMMUNITY CIRCUS WILL:**

- Keep a log of contact/group work to facilitate contact tracing
- Inform employees/tutors and membership of the purpose of the log
- Display Covid-19 information signs and symbols
- Provide up-to-date information on public health advice on our news item on our website
- Provide instruction for staff to follow if they develop signs and symptoms of Covid-19 during work
- Review and revise existing sick leave policies
- Communicate messages about good hand hygiene, respiratory etiquette and physical distancing to reduce the spread of Covid-19, as well as dealing with concerns
- Agree through negotiation with employees any temporary restricting of work patterns due to Covid-19

### **IMPLEMENTING PREVENTION AND CONTROL MEASURES**

#### **GALWAY COMMUNITY CIRCUS WILL:**

- Issue pre-return to work forms for workers to complete at least three days in advance of return to work (see Appendix 1). The form should seek confirmation that the worker has no Covid-19 symptoms, is not self-isolating or awaiting the results of a Covid-19 test
- Provide induction training for all workers, which will include up-to-date public health guidance, what staff should do if they develop symptoms and will give details of how the workplace is organised to address Covid-19 risks
- Put in place the controls identified in the risk assessment to prevent the spread of Covid-19

### **SUSPECTED CASES**

Galway Community Circus will, where there is a suspect case:

- Include a defined response structure within the response plan that identifies the team responsible for responding to the suspected case.



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- Provide 2 designated isolation areas that are ventilated and behind a closed door and away from other employees/tutors/members.
- Provide, as is reasonably practicable, ventilation, tissues, hand sanitiser, disinfectant, wipes, PPE, gloves, masks, waste bags.
- If a worker displays symptoms during work, the manager and response team must: Isolate the worker and have a procedure to accompany the worker to the designated isolation area via the isolation route, keeping two metres distant from the symptomatic person and make sure others maintain a distance of two metres. PPE will be worn where necessary.
- Provide a mask for the symptomatic person if one is available.
- Assess if the unwell person can be directed to go home and call their doctor and self-isolate at home.
- Facilitate the symptomatic person to remain in isolation if they cannot go home and facilitate them in calling their doctor.
- Arrange transport home or to hospital for medical assessment.
- Carry out and record in an incident report form, an assessment of the incident to determine follow up actions.
- Provide assistance and advice if contacted by the HSE.

### **HAND HYGIENE**

Galway Community Circus will:

- Ensure hygiene facilities are in place.
- Make available advice and training on how to perform hand hygiene effectively.
- Display posters on how to wash hands.

### **RESPIRATORY HYGIENE**

Galway Community Circus will:

- Provide tissues as well as bags/bins for their disposal.
- Empty bins at regular intervals.
- Provide advice on good respiratory practice.

### **PHYSICAL DISTANCING**

Galway Community Circus will:

- Implement a 'no hand shaking or hugging' policy for now 😞
- Where office work is essential the office must be organised so that physical distances are maintained.
- Organise breaks to facilitate physical distancing.
- Reorganise and rearrange working and break areas to assist in social distancing.
- Stagger GCC Kitchen usage.
- Use contactless or online payment methods.
- Establish drop off and collection point outside for members.
- Conduct meetings using remote online technology where possible.
- Provide one-way access/egress routes.



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- Ensure employees who live or are in each other's social circles are working together where possible.
- Implement physical distancing during outdoor work.

#### **Where It is not possible to ensure two metre distances:**

- Install physical barriers or maintain at least one metres' distance or as much distance as is reasonably practical.
- Minimise direct worker contact and provide hand washing and other hygiene aids.
- Make face masks available.

#### **CLEANING**

Cleaning must be carried out at regular intervals.

Galway Community Circus will:

- Implement thorough and regular cleaning of frequently touched surfaces.
- If disinfection is required, it will be carried out as an addition to cleaning.
- Ensure surfaces such as tabletops, work equipment door handles, and handrails are cleaned at a minimum, twice daily.
- Implement modified cleaning intervals for rooms and work areas (especially washroom facilities), with cleaning performed at least twice a day and whenever facilities are visibly dirty.
- Provide workers with essential cleaning materials to keep their workspaces clean.
- Increase waste collection points and ensure these are emptied regularly and at least twice a day.
- Modify the use of hot desks to ensure they are available to identified staff and have appropriate cleaning materials for workers to clean before use.

#### **USE OF PPE**

Galway Community Circus will:

- Select PPE based on the hazard to the worker.
- Provide PPE in accordance with the Covid-19 exposure risks identified for their role and from public health advice.
- Ensure full hygiene compliance.

PPE should:

- Be consistently and properly worn when required.
- Be inspected, cleaned, maintained and replaced as necessary.
- Ensure workers are trained in the use, proper cleaning, storing and disposal of PPE.
- Consider environmental values in choosing and using PPE.



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## **CUSTOMER FACING ROLES (RECEPTION AND WORKSHOPS)**

Galway Community Circus will:

- Eliminate or adapt physical interaction between workers and membership as much as is reasonably practicable.
- Provide hand sanitisers at entry/exit points.
- Implement a cleaning regime to ensure contact points between workers and members are kept visibly clean at all times. This will be tracked with times and signatures being recorded by the responsible person.
- Provide PPE where avoiding physical Interaction between workers and membership is not possible.
- Install physical barriers in reception to ensure contact between workers and members is kept to a minimum where possible.
- Display advice on Covid-19 measures in visible locations to ensure that members are adhering to what is required.

## **BUSINESS TRAVEL AND VISITORS**

Galway Community Circus will:

- Reduced to an absolute minimum and as far as possible Business trips and face to face interactions where technological alternatives are available.
- Encourage workers if using their own cars to travel alone and at a maximum carry only one passenger who should be seated physically distant or within their social circle.
- Work with St Joseph's Community Centre to establish a system for recording visits by the general public to the centre.
- Provide Induction training for members to familiarise them with Galway Community Circus' policies/procedures and reimagined programme prior to returning to the Circus.

## **HOME WORKING**

Galway Community Circus:

- Office work and non-essential work will continue to be carried out from home where practical.
- Will continue to develop and consult with workers and the board of trustees on the existing working from home policy.
- Rules of conduct for remote working are included in the Working Remote Policy and are agreed to be adhered to by participating employees.



**All workers and members must take personal responsibility for health and safety, including the following:**

- Make themselves aware of the signs and symptoms of Covid-19
- Monitor their own wellbeing
- If you display signs or symptoms self-isolate at home and contact your GP for advice.
- If you develop any symptoms during your workday or participating within a Circus activity, you must immediately report that to your line manager.
- Co-operate with the Company's procedures and systems of work
- Make correct use of personal protective equipment supplied and report any defects or replenishment of PPE needed to Management.
- Follow the travel advice from the Department of Foreign Affairs

#### IMPLEMENTING PREVENTION AND CONTROL MEASURES

**Workers/Members & Volunteers must:**

- Complete and return the Self Declaration Questionnaire before they return to work/classes/volunteer activities.
- Inform their employer/Tutor/Line manager if there are any circumstances relating to Covid-19 not included in the form but which may need to be disclosed to allow a safe return to work.
- Self-isolate and contact their GP for advice if they have any Covid-19 symptoms.
- Stay out of work/classes till all symptoms have cleared.
- Workers and Volunteers must take part in any induction training programme provided by their employer on return to work.
- Monitor their own temperature prior to accessing the Circus. Complete temperature testing procedure implemented by their employer where necessary (suspected case).

#### HAND HYGIENE

**Workers Members & Volunteers must:**

- Ensure they are familiar with and follow hand hygiene.
- Wash their hands with soap and water or alcohol-based hand rub.
- Avoid touching their eyes, mouth or nose.
- Not share objects that touch their mouth, for example cups or circus equipment where practical.
- Use their own stationery and kitchen items (mug, plate, utensils).



## RESPIRATORY HYGIENE

- Workers/Members & Volunteers must adopt good respiratory hygiene and cough etiquette and ensure they are familiar with and follow respiratory hygiene guidance.
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a lidded bin and wash your hands immediately afterwards.

## ADDITIONAL WORKERS AND MEMBERS' RESPONSIBILITIES

In addition to the above requirements outlined in the Government Return to Work Safely Protocol, the company will also require the following from employees and members:

### Workers will be required to complete Re-Induction / Training

You will be required to complete an online training session prior to returning to work.

### Workers/Members and Volunteers will be required to complete the Covid-19 Questionnaire

You will be asked to complete a Self-Declaration Questionnaire at least 3 days before you return to work/activity. You will be asked if you are experiencing any of the Covid-19 symptoms. You should not attend work/Circus if you have symptoms or if you have been in contact with somebody with a suspected or confirmed case of COVID-19.

### Members and workers: Symptoms

If you develop any symptoms while you are at work or participating in a Circus activity, you should immediately do the following:

- Put on a mask
- Inform your Tutor/Supervisor/Manager who will inform the Covid Response Team
- Be escorted to the designated isolation area following procedures set out in response plan
- Make arrangements for returning home immediately
- Self-isolate and contact their doctor
- Do not return to work until fully recovered
- Complete a Covid 19 self-declaration questionnaire 72 hours prior to returning to work

### Workers, Members & Volunteers: Hand Washing

Hands can pick up and pass on the virus. You should avoid touching your face, eyes, nose, or mouth. You should always wash your hands carefully in the following circumstances:

- **Before and after** eating food
- **Before and after** assisting another person
- **After** using the toilet



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- **After** blowing your nose, coughing, or sneezing
- **After** touching animals, animal feed, or animal waste
- **After** touching any rubbish or rubbish

#### Eating at the Circus

- Eat alone or while respecting social distancing
- Bring a packed lunch if possible
- Do not share food, crockery, or cutlery
- Identify your own crockery / cutlery from Circus Kitchen and keep in your office.
- Wash hands before and after eating
- Clean and tidy the eating area when finished

## SECTION 3: COVID 19 RESPONSE TEAM

The Galway Community Circus Covid 19 Response Team consists of the General Manager as the Compliance Officer, an employee as the Lead person to the Compliance Officer and the existing First Aid Officers as Covid deputies. The General Manager is the Covid 19 Compliance Officer, whose role it is to work to assist in the implementation of measures and monitor adherence to the policies and procedures put in place in compliance with the Government Protocol with the support of the Response Team.

The Covid Response Team will be clearly identifiable through the wearing of lanyards within the workplace. The Compliance Officer and Lead person have received certified training for Covid 19 compliance officers with HR Connections. The First Aid Officers have received training in first aid Covid 19 response.

#### **The responsibilities of the response team (& St Joseph's Community Centre) include the following:**

- Ensuring all workers attend COVID-19 Online Training before returning to work
- Ensuring all workers complete the COVID-19 Questionnaire / Self Declaration
- Monitor compliance with social distancing requirements
- Maintain a log of regular monitoring of COVID-19 controls on site (Weekly)
- Ensure there is up to date signage to educate staff on COVID-19 controls on site
- Promote good hygiene practices
- Ensure regular cleaning of common facilities, handrails, door handles, etc.
- Ensure hand wash liquid/soap and hand sanitisers are replenished as required
- Check hot water and hand drying facilities are consistently available in the centre
- Inform management regarding any COVID-19 concerns raised by staff



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- Report any areas of non-compliance to management
- Consider provision of additional controls for exceptional circumstances
- Dealing with Suspected or Confirmed cases
- Keep up to date on HSE guidelines

## CLOSE ACTIVITY CONDITIONS

- Galway Community Circus will assess all offered activities, review the specific procedures and plan for a safe system of work that considers the safety of all members and workers.
- In Galway Community Circus some workers have direct contact with members, we advise that staff wear appropriate PPE for such an event and bring a change of clothes for after these classes.
- Where close working cannot be avoided, Method Statements will detail the control measures for persons working in these conditions.
- Requirements for people working within 2m of each other:
  - Barriers are erected where necessary and practical
  - No person has symptoms of COVID-19
  - PPE is present in line with the Risk Assessment (Face Masks – covering nose and mouth)
  - Prior to donning appropriate gloves, masks etc where necessary, employees must wash / sanitize their hands thoroughly
  - Where physical touching will occur (contact with member) staff will wear facemasks, gloves and eye protection where practical. On completion of work, dispose of / make safe (clean/sanitise) any contaminated PPE

### **How to wash / disinfect properly:**

- Disinfection only works on a clean item, so cleaning before disinfecting is always the first step.
- 70% ethyl alcohol to disinfect small areas between uses, such as reusable equipment.
- Sodium hypochlorite (more commonly known as bleach) at 0.5% (equivalent to 5000 ppm) for disinfecting surfaces could be also used.
- Whether you choose to use a spray or a wipe; it's important to follow the manufacturer instructions, respect contact time (how long it should be left on for) to achieve effectiveness of the product.



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APPENDIX 1 – COVID 19 – SELF-DECLARATION QUESTIONNAIRE

Coronavirus  
**COVID-19**

## COVID-19 Self-Declaration Questionnaire

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This Questionnaire must be completed by all employees, contractors, and visitors.

In the interests of safety of the people of this company, their families, and the community and in line with Government guidelines, you are required to complete the following self-declaration questionnaire. If you are returning to work following a temporary lay-off, you should complete this form at least 3 days in advance of your return to work.

If you answer 'YES' to any of the following questions, you will not be allowed to attend work or enter the premises until advised you can do so by a medical practitioner.

| Question  | Yes | No |
|---|-----|----|
| 1 Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu-like symptoms now or in the past 14 days?                         |     |    |
| 2 Have you been diagnosed with a confirmed or suspected case of Covid-19 in the last 14 days?   |     |    |
| 3 Are you awaiting the results of a Covid-19 test?  |     |    |
| 4 Are you a close contact of a person who is a confirmed suspected case of Covid-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? |     |    |
| 5 Have you been advised by a doctor to self-isolate at this time?   |     |    |
| 6 Have you been advised by a doctor to cocoon at this time?   |     |    |
| 7 Please indicate if there are any other circumstances relating to COVID-19, not included above, which may need to be disclosed to allow your safe return to work:<br>_____ |     |    |

I confirm that I have responded to the questions above truthfully based on my current condition and I commit to advising the Company and excluding myself from company if this situation changes, (i.e. if a point in the future, I answer 'Yes' to any of the above questions).

Name: \_\_\_\_\_



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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 2 – REFERENCES AND RELEVANT LINKS

- **Return to Work Safely Protocol** <https://dbe.gov.ie/en/Publications/Publication-files/Return-to-Work-Safely-Protocol.pdf>
- **COVID-19 Public information posters and resources (HSE):** <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>
- **World Health Organization (WHO):** <https://www.who.int/health-topics/coronavirus>
- **World Health Organisation (WHO) Getting Your Workplace Ready guide:** <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>
- **Government website:** <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>
- **CIF Construction Sector C19 Procedures document – (April 2020):** <https://cif.ie/wp-content/uploads/2020/04/CIF-Covid-19-Operating-Procedure-Report.pdf>
- **NSAI - COVID-19 Retail Protection and Improvement Guide** <https://www.nsaie.ie/covid-19retailprotection/>

### Relevant Links and Resources

- **The Health and Safety Authority Workplace Contact Unit** at [wcu@hsa.ie](mailto:wcu@hsa.ie) and
  - **Tel:** 1890 289 389. [www.hsa.ie](http://www.hsa.ie)
- **The Health Service Executive, HSE live** at **Tel:** 1850 241850 <https://www.hse.ie/eng/hselive/>
- **National Standards Authority of Ireland (NSAI):** [www.nsaie.ie](http://www.nsaie.ie)
- **Roadmap for Reopening Society & Business** <https://www.gov.ie/en/news/58bc8b-taoiseach-announcesroadmap-for-reopening-society-and-business-and-u/>
- **Department of Business, Enterprise and Innovation Business Support Call Centre** - for information on the government supports available to businesses and enterprises affected by COVID-19 - <https://dbe.gov.ie/en/>. The Call Centre can be contacted at **Tel:** 01 631 2002 and **Email:** [infobusinesssupport@dbe.gov.ie](mailto:infobusinesssupport@dbe.gov.ie)