



CLOUGHJORDAN CIRCUS CLUB

COVID-19

POLICY & PROCEDURE

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COVID-19 Policy

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COVID-19 Policy

CloughJordan Circus Club

Introduction

The government has published a 'Return to Work Safely Protocol, COVID-19 Specific National Protocol for Employers and Workers¹' 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. ¹

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)²
 - ✓ COVID-19 Infection Prevention and Control guidance for youth settings
 - ✓ Principles underpinning practice when reopening

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

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

Policy Statement

This policy is intended to support Cloughjordan Circus Club to safely re-open our services for freelance facilitators 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
- Loss of smell / taste

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
- 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 hygiene³

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

- Circus Club 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.

³<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
- 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**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



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



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



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



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



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



Coronavirus
COVID-19

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How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

⌚ Duration of the entire procedure: 40-60 seconds



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



Rub hands palm to palm.



Right palm over left dorsum with interlaced fingers and vice versa.



Palm to palm with fingers interlaced.



Backs of fingers to opposing palms with fingers interlocked.



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



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



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)

Circus Club 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
- Circus Club 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

- Circus Club meet in St Kierans Hall and will use moveable markings (such as hula hoops) on the ground and other ways (such as moving pews) to divide indoor physical areas so as to support and guide members safe movement within the hall 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)

Tutors physical contact with membership

- Circus Club requires tutors 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) Tutors will wear appropriate PPE.

Physical environment

- Circus Club will liaise with St Kierans Hall regarding thorough cleaning of the hall prior to the Circus re-opening indoor sessions.
- Attention has been given to any shared entry or exit points and measures will be put in place to prevent contact.
- Circus Club will ventilate the environment as much as possible and within temperature requirements. COVID-19 thrives more in an indoor environment.
- Circus Club will use the village green and meet outdoors (E.G. for Wires Crossed) as much as weather allows.
- Signage installed by St Kierans Hall will act as a reminder to clean hands and encourage social distancing and to prevent groups congregating
- We will ask parents to sign a “Health Declaration” form before each class 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

Equipment

- Circus Club will organise equipment into different receptacles for use in each class, this equipment will be placed back in the receptacle 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.
- Circus Club will offer equipment that can be easily cleaned, disinfected (where necessary) and dried on a daily basis.
- Circus Club 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.
- Circus Club will ask members not to bring unnecessary baggage with them to sessions, 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

- Circus Club actively discourages the sharing of food between members and between staff.

Enhanced COVID-19 Cleaning Schedules

We will liaise with St Kierans Hall to ensure 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, pews
- The method of cleaning, frequency of cleaning, and the cleaning product to be used
- All equipment will be cleaned by Circus Club tutors as required
- St Kierans Hall will ensure that there are adequate supplies of cleaning agents, liquid soap, hand gel/rub, paper hand towels.
- Circus Club will ensure that they have their own supply of cleaning products for equipment

Cleaning of Equipment

- All equipment will be cleaned on a regular basis, i.e. after each class.
- 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 St Kierans Hall. Circus Club will where practical will:

- Ask parents to collect children from side doors of the hall and not to enter the space.
- 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 bring their child to the hall 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 hall but to bring them home.
- Ask parents and children to wash their hands-on arrival 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 Hall 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
- To request an additional emergency contact in the event that they are not contactable
- To explain the health check declaration form which will be required before each session, 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.
- Circus Club 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.
- Circus Club 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.
- 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 cloughjordancircusclub@gmail.com

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

Tutors / Facilitators

Health and Safety Authority return to work protocol

- As we do not have permanent staff, we will use a self declaration health check procedure with our tutors and facilitators prior to each session they are due to participate in. The form should seek confirmation that the tutor / facilitator 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 tutor / facilitator is identified as being in the “at risk or vulnerable category”, the Circus will carry out a risk assessment with that person and identify what controls can be put in place to support the tutor / facilitator during sessions. 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. Circus accepts that some facilitators / tutors may prefer not to take on projects in these circumstances.

After returning to work

- Any tutor / facilitator with symptoms of coronavirus or who tests positive should quarantine at home for 14 days and only return to Circus Club when the symptoms have fully resolved and with a doctor’s certificate stating that the staff member is no longer infectious.
- Any tutor / facilitator who is a close contact of a person who has or is suspected to have COVID-19 should stay at home and quarantine for 14 days even though the tutor/ facilitator 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 Club with a doctor’s certificate to say they do not have coronavirus and are not infectious.
- Tutors / Facilitators 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 each session that a child is attending parents will be asked to fill in a health declaration 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.
- 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
- 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.

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

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

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.

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:

- Circus Club will discuss a cleaning regime with St Kiernans Hall. St Kierans Hall will be responsible for cleaning. Circus Club will not use hall unless satisfied that sufficient cleaning has been undertaken prior to our use of the hall
- Circus Club will clean any equipment which is shared between each class, where it is not possible to clean a piece of equipment (ie soft fabrics) it will be quarantined for 72 hours before next use.

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

People

- Members
- Tutors / Facilitators
- Parents
- People in at risk or in high risk categories
- Tutor absenteeism associated with COVID-19

Activities

- How tutors work together
- How tutors and members work together
- The circulation and movement of tutors and members in the hall
- The drop off and collection of Members to and from the service by their parents/guardians

Environment

- St Kiernans Hall, toilets, kitchen, entrances.
- Equipment – Circus Equipment
- Furniture – Table with register / pews

Staffing

- Many organisations have to think about how to rotate staff etc, as Circus Club do not have a staff structure outside of direct delivery of sessions this is not something we need to do.
- Circus Club tutors will undertake to maintain social distancing from each other and follow all other hand and respiratory hygiene outlined in this plan at all times.

Staff / Tutor / Volunteer 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

At least one COVID–19 lead staff representative will be appointed by the employer (Circus Club Board) 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 Circus Club Project Manager / Artistic Director Joanna Williams. The employees taking up this role will receive training. The roles and responsibilities of this individual will include:

- 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

[HAS worker_representative_checklist_no_7\[16610\].docx](#)

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.
- Tutors / Facilitators must not gather together in groups in the Hall or on arrival or when leaving. Circus Club 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 tutors / facilitators 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 with them e.g.in case of spillages

Staff Breaks

- During Staff breaks/lunches, staff should continue to ensure social distance of 2 meters between staff at all times.

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 be supportive and empathetic 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 tutors / facilitators should be carried out by the Project Manager or COVID-19 representative. Tutors / Facilitators should raise any concerns/issues or suggestions.
- Tutors should keep in touch with Joanna 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 Cloughjordan Circus Club 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 so that they will act accordingly.

Cleaning & Facilities Availability Within St Kierans HALL:

Wash Hand Basins:	Toilets for members & staff use, Kitchens for staff use
Hand Sanitisers:	At all entrances there will be hand sanitiser mounted on the wall.
Storage of Cleaning Agents:	Cleaning products will be stored in the Circus cupboard upstairs above the kitchen A Cleaning box for a small supply of everything they may need will be brought down to the hall during sessions

If you have any further questions on what Cloughjrodan Circus Club is doing to ensure the safety of our employees/Tutors and members, please feel free to contact our Covid 19 Compliance Officer cloughjordancircusclub@gmail.com

