



SOLSTICE ARTS CENTRE,
RAILWAY STREET,
NAVAN.

Covid 19 Response Plan
2020

Status Revision Sheet

Date	Description	Prepared		Approved
2020	Solstice Arts Centre Covid 19 Response Plan	NC	Document compiled	

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Administration Procedure

1. Each Page and section in this Plan is uniquely numbered and dated.
2. This Plan is a living document and is subject to revision in line with Public Health Guidance and instruction from the Irish Government.
3. A record confirming that each review took place is made by updating the status revision record section inside the front cover of the plan document.
4. A copy of this Plan shall be available to every member of staff for reading and reference.

1. Introduction

Solstice Arts Centre strives to protect the health of our employees, their dependents, our contractors and visitors and to manage their health risks in the workplace and during travel on company business. This COVID-19 Response Plan addresses the specific health risks associated with the Coronavirus COVID-19 virus.

To manage these risks, fundamental and risk-based controls and procedures will be implemented where applicable in the workplace. Where government authority or industry requirements and/or customer requirements specify controls exceeding those in this response plan, the most stringent requirements will prevail and be complied to.

This COVID-19 Response Plan, for the Protection, Prevention and Response of COVID-19 in the workplace will be subject to updates as more accurate and comprehensive information becomes available.

1.1 Background

Coronaviruses are a large family of viruses that can that are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The virus attacks the respiratory system, causing pneumonia-like lung lesions. The most recently discovered coronavirus causes coronavirus disease is COVID-19. It is a new illness that can affect your lungs and airways. A serious outbreak of the coronavirus worldwide prompted the World Health Organization (WHO) to declare it a pandemic.

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection. The most common are:

- a fever (high temperature - 38.0° C / 100.4° F or above using an oral thermometer)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties

The spread of COVID-19 is most likely to happen when there is close contact with an infected person. When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones.

There are 2 main routes by which people can spread COVID-19:

- People could catch COVID-19 by touching contaminated surfaces or objects, such as door handles or tables, and then touching their eyes, nose or mouth.
- If they are standing within two metres of a person with COVID-19 they can catch it by breathing in droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them. In other words, COVID-19 spreads in a similar way to the flu.

It is still not known how long the COVID-19 virus survives on surfaces in different conditions. The period of survival may vary under different conditions such as the type of surface, temperature or humidity of the environment. Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required, it must be performed in addition to cleaning, never as a substitute for cleaning. Therefore a combination of good personal hygiene and management of physical distancing can protect workers from infection.

1.2 Objectives

The objective of this Business COVID-19 Response Plan is to outline the steps that Solstice Arts Centre can take to reduce the risk of exposure to COVID-19. The plan describes how to prevent staff, contractors, visitors and members of the public being exposed to coronavirus, protective measures to be taken at the workplace, personal protective equipment and operating controls to be used, cleaning and disinfecting procedures, and the response to a case or suspected case of COVID-19 in the workplace.

1.3 Scope

The COVID-19 Response Plan applies to all employees and contractors working for the Company, Customers, visitors and anyone affected by the work operations.

2. Related Documents & Reference

Source	Document
Solstice H&S Docs	Solstice Safety Management System
Solstice H&S Docs	Covid 19 Risk Assessments
Solstice H&S Docs	Procedure for the management of a Covid 19 Incident
SLUA	Reopening of Arts Centres – Guidelines v 1.1
Meath Co. Co.	Return to Work Plan (Covid-19 Control Measures)
Rialtas na hEireann	Return to Work Safely Protocol
Failte Ireland	Overview Guidelines to re-opening

3. Terms and Definitions

Term	Definition
HSE	Health Service Executive
HSA	Health & Safety Authority
WHO	World Health Organisation
NPHET	National Public Health Emergency Team

4. Coronavirus (Covid-19) Policy

Solstice Arts Centre recognises and accepts our duty to protect the health and safety of all employees, visitors, contractors and other service providers, as well as any members of the public who might be affected by our work.

Solstice Arts Centre takes the health and safety of our employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak.

To be safe and maintain operations, we have developed this COVID-19 Response Plan to be implemented throughout the building. We have also identified a team of employees to be responsible for the implementation and managing of the control measures, and to all monitor available Health Service Executive (HSE), the Health and Safety Authority (HSA) and the World Health Organisation’s (WHO) guidance on the virus. This plan is based on currently available information from the HSE and the HSA and is subject to change based on details provided by the HSE, the HSA, and other public officials. Solstice Arts Centre may also amend this response plan based on operational needs.

It is the strict duty of all employees to conform to this COVID-19 Response Plan and associated OHS and HR procedures, and to carry out their responsibilities as detailed in this document, and in accordance with any applicable legislation.

The above policy is explained to, understood, and adopted by all staff and is made available to all interested parties.

Our commitment remains first to our people—ensuring their health and safety while minimising the impact on our business and operations.

Signed:

	Jackie Maguire	Chairperson, Meath Arts Centre Ltd.
	Belinda Quirke	Director, Meath Arts Centre Ltd.

5. Responsibilities

5.1 Covid 19 Compliance Officer

The COVID-19 Compliance Officer is selected based on their competence. When the officer is not available due to leave, training or sickness, the backup Compliance Officer must step in. The role of the C-19 Compliance Officer is to monitor day to day activities to ensure physical distancing and hygiene controls are maintained to protect the health and safety of workers and reduce the spread of the COVID-19 virus.

It is noted that the C-19 Compliance Officer is not solely responsible for ensuring the 2m physical distancing rule and hygiene control compliance, all managers and workers must support these requirements. Also, the C-19 Compliance Officer must not put themselves at any risk while conducting their duties.

The C-19 Compliance Officer must have a structure to follow in the organisation which must be regularly audited and managed to ensure it is effective and protects all those on-site.

Failure of compliance could lead to outbreaks of the COVID-19 virus on the site.

The C-19 Compliance Officer duties fall into two categories, proactive day to day duties and reactive emergency duties:

Proactive day to day duties

- Intervene in cases of non-compliance to physical distancing.
- Maintain an audit of regular monitoring of COVID-19 controls.
- At all times, promote and coach good hygiene practices to all personnel.
- Ensure regular cleaning of welfare facilities, handrails, door handles, is undertaken.
- Ensure handwash soap/liquid and hand sanitisers are replenished as needed.
- Make representations to management regarding any COVID-19 concerns from staff to the C-19 Compliance Officer.
- Ensure staff are adhering to the staggered break schedules and limiting of numbers in all areas.
- Ensure staff taking breaks remove any PPE and maintain physical distancing.
- Report any areas of non-compliance to the management and ensure these are addressed.
- Consider the provision of additional controls for exceptional circumstances.
- Keep up to date on the Health Service Executive (HSE) guidelines.
- Assist in contact tracing.
- Assist in the development of the COVID-19 Response Plan.

Reactive Emergency Duties

- The main role of the C-19 Compliance Officer is to prevent the spread of COVID-19. However, there is the potential where an individual may experience COVID-19 symptoms, and the C-19 Compliance Officer needs to react. These reactive responsibilities include:
- Informing management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other personnel.
- Following the protocol for individuals with COVID-19 symptoms – Refer to section 11 – Response to cases or suspected cases of COVID-19.
- Assist in contact tracing should there be a confirmed case of COVID-19.

5.2 Worker Representative Team

Solstice Arts Centre will appoint a worker representative team whose role is to work collaboratively with the Covid-19 Compliance Officer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19. The number of representatives appointed will, ideally, be proportionate to the number of workers in the workplace and these key personnel will be clearly identifiable in the workplace. Every workplace will however, have at least one worker representative in place to address these COVID-19 requirements.

The worker representative should, together with the COVID-19 response management team, support the implementation of the measures identified in the COVID-19 Response Plan.

The worker representative(s) shall be clearly identifiable in the workplace and receive the relevant and necessary training.

5.3 Director/Board of Directors

Exposure to COVID-19 may present a health risk to workers and other persons at the workplace. Employers are advised to follow the latest public health advice and identify and implement suitable control measures to mitigate the risk of COVID-19 infection in the workplace. These public health measures should be communicated to all relevant employees and others at the place of work. This should also include measures for work-related travel.

Employers must keep all employees informed of changes to practices, appoint coordinator/appointed person and provide regular updates on issues/ resource required for continued operation.

In advance of returning to work, employers must:

- Develop and/or update a business COVID-19 Response Plan.
- Update the occupational health and safety risk assessments and safety statement.
- Ensure the appointment of the COVID-19 Compliance Officer and the Workers Representatives.

- Address the level(s) of risk associated with various workplaces and work activities in the COVID-19 business plans and OSH risk assessments. For example, where, how and to what sources of COVID-19 might workers be exposed, including the general public, customers, co-workers etc.
- Take into account worker's individual risk factors (e.g. older workers, presence of underlying medical conditions, etc.).
- Include in the plan a response plan to deal with a suspected case of COVID-19.
- Include the controls necessary to address the risks identified.
- Include contingency measures to address increased rates of worker absenteeism, implementation of the measures necessary to reduce the spread of COVID-19, changing work patterns, etc.
- Develop plans in consultation with workers and communicate once finalised.
- Make available the necessary public health advice from the HSE and other sources as appropriate to their workers where there is no occupational health service available in a workplace.
- Agree through negotiation with workers/Trade Unions any temporary restructuring of work patterns that may be required to implement the COVID-19 prevention measures in the workplace.

5.4 Managers

All managers and supervisors must be familiar with this COVID-19 Response Plan, set a good example by following this plan at all times, and be ready to answer questions from employees. They are also required to do the following:

- Risk assess and manage health and safety hazards in the workplace considering the new risk from the COVID-19 virus, taking into consideration at-risk individuals
- Keep a log of contact/group work to facilitate contact tracing and inform workers and others of the purpose of the log.
- Managing and instructing employees on the various revised control measures and precautions.
- Ensure the Pre-return to work forms are completed and returned at least 3 days prior to returning to work
- Keep up to date as new information becomes available and change the approach to processes, personal protective equipment and procedures as required.
- Ensure that all staff, are aware of the COVID-19 Response Plan requirements.
- Ensure the inclusion of COVID-19 as a hazard in the Risk Assessments for all work activities.
- Ensure the Risk Assessments are effectively reviewed, approved and communicated to all appropriate personnel.
- Ensure the facilities are suitable for physical distancing and the hygiene controls and take immediate action when they are not compliant.

- Assess various work situations to ensure that the key requirements of physical distancing and hygiene controls/PPE compliances is implemented.
- Conduct regular walks and inspections.
- Train and guide workers so they are fully compliant to the safe working requirements.
- Review the work groups and encourage the continuity of work groups to allow for ease of contact tracing purposes.

5.5 Employees

To prevent the spread of the COVID-19 at our workplaces, employees must comply with the Company's policies and procedures for the prevention of COVID-19, including:

- Understanding the requirements of the task-specific Risk Assessments.
- Complete and return the Pre-return to work forms at least 3 days prior to returning to work
- Follow the company rules for remote working, physical distancing, etc.
- Follow the public health official advice and guidance, including ensuring good hygiene practices, including:
 - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub > 60% alcohol.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - Follow appropriate respiratory and cough etiquette, which includes covering for coughs and sneezes.
 - Avoid close contact with people who are sick.

Employees should also seek professional healthcare advice if unwell. In addition, employees must familiarize themselves with the symptoms of COVID-19:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms, such as chills, body aches, sore throat, headache, diarrhoea, nausea/vomiting, and runny nose.

Employees must also make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.

Self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms.

Report to managers immediately if any symptoms develop during a work shift.

6. Organisation of Safety

6.1 Provision of Resources

Solstice Arts Centre recognises that for the effective implementation of the COVID-19 procedures and policies laid down in this plan, adequate resources and funding must be made available. The Company will undertake:

- To ensure that sufficient numbers of suitably trained staff are available to undertake the COVID-19 Response Plan.
- Undertake to provide resources for the ongoing monitoring and for the provision of COVID-19 induction training for all staff.
- Use any relevant guidance from public health authorities.
- Ensure personal protective equipment is used where necessary.

6.2 Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined in this plan. Examples of PPE include gloves, goggles, respiratory protection. Use of PPE may already be required to address occupational health and safety risks. In the context of COVID-19 risk, the Company will consult the HPSC website regularly for updates regarding use of recommended PPE.

In addition to regular PPE for workers engaged in various tasks (fall protection, hard hats, hearing protection), set out in the safety plans and Risk Assessments, employers will also provide PPE to protect from the COVID-19 virus during certain activities, including:

- **Gloves:** Gloves should be worn as the risk assessment dictates. The type of glove worn should be appropriate to the task. Gloves are generally not required for infection prevention and control purposes. Where gloves are necessary, they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed. Limitations on wearing time and workers' individual susceptibilities (allergies, etc.) must also be taken into account
- **Masks:** Employees should wear non-medical grade face coverings in any instance where social distancing is not practicable.
- **Apron:** For cleaning and disinfecting activities.

PPE will be regularly inspected, cleaned, maintained and replaced as necessary. Full hygiene compliance must be applied and maintained in all circumstances.

6.2.1 Disposable gloves

Disposable gloves are worn by café staff in the preparation of food in line with HACCP guidelines.

Disposable gloves are not to be worn in place of washing hands. The virus can get on gloves the same way it gets on hands and also, hands can become contaminated when gloves are removed. Disposable gloves are worn in medical settings and not as effective in daily life. Wearing disposable gloves can provide a false sense of security. This is communicated to workers via the COVID induction.

6.2.2 Face Masks

Face coverings are recommended for use in situations where social distance cannot be maintained. In Solstice, café staff should wear face coverings and all other staff should have face coverings available to them at all times in the event that they are put in a position that requires same.

For daily use in a non-medical setting company branded, washable face coverings will be provided by Solstice Arts Centre to employees.

For use by First Aid Responders only, a supply of correctly fitting FFP2 respirators will be available.

A supply of disposable face masks for use by any suspected cases of Covid-19 presenting in the building will be available.

6.2.3 Disposable aprons

Disposable plastic aprons should be used while cleaning and by any First Aid Responder. A supply of disposable aprons will be available.

6.2.4 Eye Protection

Enclosed eye protection, visors or goggles to be worn by First Aid Responders. Eye protection will be available for First Aid Responders.

6.3 Information, Instruction and Training

It is the Policy of Solstice Arts Centre to ensure that all employees receive information, instruction, training, and supervision as appropriate to their work activities and in compliance with the COVID-19 standard operating procedures and every employee will receive their health and safety training on an ongoing basis.

7. Returning to Work

This COVID-19 Response Plan must be read in conjunction with the revised Risk Assessment and the Covid-19 Employer Policy Statement. Due care and attention should also be given to existing Health and Safety documentation and practices.

- All staff must complete the COVID-19 Induction Training.
- All personnel must complete and return the COVID-19 self-declaration questionnaire/Pre-Return to Work form, and return at least 3 days in advance of returning to work.
- All work practices have been reviewed to ensure the hygiene controls and physical distancing measures can be complied with.
- The Company has nominated relevant COVID-19 Worker Representatives for the management of work. These are communicated to staff.

8. Physical Distancing and Hygiene Controls

8.1 Physical Distancing

Physical distancing includes ways to stop or slow the spread of infectious diseases. It means less contact between you and other people. This is important because COVID-19 is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

So, the more space between you and others, the harder it is for the COVID-19 virus to spread.

In order to slow the transmission of the COVID-19 virus, a physical distancing of 2 metres minimum is recommended by the HSE.

8.2 Travelling to Work

To prevent the risk to workers when travelling for work, Solstice Arts Centre issues the following points in relation to travelling to and from work;

- Where a worker has signs of COVID-19 or has been exposed, they are not permitted to travel to work.
- If using public transport, use a face covering, minimise contact with frequently touched surfaces, (e.g. handles, straps) and use a hand sanitiser regularly during the journey.
- The provision of hand washing facilities/hand sanitising points at entry and exits is provided.
- If someone becomes ill at work, arrangements are made to get them home.
- It is advised to limit the change in people travelling to work together, try to keep the same group travelling together each day.
- It is recommended to keep windows partially opened.
- It is recommended to keep personal items separate (e.g.PPE, lunch boxes, clothes)

8.3 Management of Visitors

Outside of members of the public using the centre, there are guidelines in place relating to visitors in the workplace. Where an employee finds they require a visitor onsite the Covid-19 Declaration form should be emailed to the individuals concerned prior to their visit and returned completed on the day before their arrival.

If the visitor answers "yes" to any of the questions on the form s/he should not be permitted to access the workplace and their visit must be rescheduled.

If permitted on-site, they will provide full personal contact details (e.g. telephone number, last place visited should be collected to assist with contact tracing).

Organisers of groups using the spaces within the centre will be required to provide a full list of all members including workshop participants, facilitators/teachers/tutors, any chaperones/parents in advance of their arrival. Each member will be required to present at box office to be signed in by a member of Solstice staff using a spreadsheet generated from the list provided. The group organiser will be responsible for issuing, collecting and holding the declaration forms for every member of their own group. Solstice Arts Centre will require these only if they are requested from us to facilitate contact tracing.

Should a visitor become unwell with Covid 19 Symptoms while on the premises, the Covid 19 Compliance Officer or one of the Worker Representatives must be notified immediately.

8.4 Use of Screens or Barriers

To comply with the 2m physical distancing and to keep our staff safe, screens have been put in place at Box Office and at the cafe counter.

8.5 Office Arrangements

To comply with the 2m physical distancing and hygiene requirements, the following controls are in place:

- All non-essential site personnel are required to work from home where possible.
- At risk or vulnerable workers are required to work from home where possible. If an at risk or vulnerable worker cannot work from home and must be in the workplace, managers must make sure that they are preferentially supported to maintain a physical distance of 2 metres. Face coverings must be available at all times.
- Those who are working in the offices should be dispersed, so there is always a physical distance of 2m.
- As per the visitors' rule, non-essential visitors are not permitted to attend offices.
- Keep workstation surfaces clear and wipe with disinfectant regularly.
- IT software to be used to support online meetings in and out of the office environment.
- Hand sanitisers are available at the office entry and exit points.
- Main doors are kept open where possible to reduce persons touching door handles.
- Increase cleaning regimes are in place including wipe down with disinfectant on frequent touchpoints, door handles, switches, etc., frequently during the day.
- Handshaking is not permitted.

8.6 Remote Working (Home Working)

Remote working is a way of working 'at a distance', using information technology (IT) to allow employees to undertake work away from the employers' premises. Remote workers can be based at home, occasionally work from home, or be mobile and connected from anywhere in the world. Remote working has increased dramatically as IT has developed and more specifically as a preventive measure for the spread of COVID19. In particular, laptops, hand-held computers and smartphones mean that many people now find their job includes remote working to some extent.

Managers must maintain good communication systems to minimise workers' feelings of isolation. Employees will have regular one-to-one meetings between remote workers and line managers and keep up to date with company policies. All remote workers need to conduct a self-assessment. As a minimum, there should be enough room for work to be carried out, including space for the workstation, other equipment (e.g. printers) and storage of materials, and ideally, choose one room as their office. This reduces physical intrusion into the home, helps keep domestic interruptions to a minimum and reduces risks to other people at home (e.g. young children). General health and safety hazards need to be considered. There should be suitable access to the workroom and good standards of housekeeping, including adequate lighting, removing trailing leads and not using the floor or high shelves for storage.

The responsibility is placed on the employee to ensure the remote workplace, workstation and DSE are compliant with health and safety practices, and with due regard to legislation.

8.7 Rest Breaks

The purpose of a break from display screen work is to prevent the onset of fatigue. There is no prescribed frequency or duration for breaks from display screen work. Wherever possible, employees will be given the discretion to decide the timing and extent of off-screen tasks. Employees who believe that their workload at a display screen does not permit adequate breaks should bring this to the attention of their Manager. As a rule of thumb, frequent short breaks are more beneficial than less frequent long breaks. A 5-10 minute break every hour from use of the DSE can be used as a general guide. This should be away from the screen if possible, but certainly involve a change of posture (i.e. standing, stretching or walking) or change of activity (i.e. faxing, filing making phone calls).

8.8 Welfare Facilities and Communal Areas

As per the main health and safety arrangements, Management shall ensure that adequate welfare facilities are provided on the premises for all staff.

- Adequate toilet facilities shall be provided and maintained in a clean hygienic condition.
- Adequate handwashing facilities shall be provided and maintained.
- Arrangements for eating foodstuffs shall be provided on the premises.
- Additional cleaning is provided to prevent the spread of COVID-19

8.8.1 Toilet Facilities

To comply with the 2m physical distancing and hygiene requirements, the following controls are in place:

- Increased specific COVID-19 hygiene regime is implemented.
- Increased cleaning in toilet facilities, particularly common touch areas including door handles, taps, locks and flush handles.
- Adequate handwashing facilities are provided and maintained, and the pictorial "how to wash your hands" poster is posted in each toilet handwashing area.
- Provision of suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal.

8.8.2 Green Room and Eating Arrangements

To comply with the 2m physical distancing and hygiene requirements, the following controls are in place:

- The provision of heating food and making hot drinks is available. However, staff are encouraged during these times to bring a packed lunch and flask to help eliminate frequently touched transmission points on microwaves or water pour points.
- Reorganise and rearrange working and break areas. For example, placing tables and chairs far enough apart in the Green Room.

- Break times are staggered to reduce congestion and contact.
- Handwashing facilities are available in the Green Room and should be used before and after eating.
- Seating is arranged so workers are seating at 2metres apart whilst eating.
- Tables and any delph and cutlery used to be cleaned and washed up after use.
- All rubbish is disposed of in a suitable bin.
- Covid 19 posters referencing the 2m rule in place in the Green Room.

8.9 Access and Walkways

To comply with the 2m physical distancing requirements, the following controls are in place:

- A one-way system to access the Studio and the Stage for Workshops will be implemented.
- Separate queue space allocated for Box Office and Café.
- Marks on walkways are added to indicate what a 2metre distance space looks like.

8.10 Management of Meetings

To comply with the 2m physical distancing requirements, the following controls are in place:

- All meetings, where possible, are conducted virtually using online systems.
- Any non-essential meetings are deferred.
- Do not shake hands.
- When absolutely necessary, face to face meetings will be managed by keeping the numbers as small as possible, maintaining the 2m physical distancing and keeping as brief as possible.
- The rooms are well ventilated with windows open to allow for fresh air to circulate.

8.11 Customer-Facing Roles

Many of the following measures are to be equally applied for work activities that involve direct customer or visitor contacts. These include:

- The elimination of physical interaction between workers and customers, through revised working arrangements, e.g. the provision of online or phone orders, contactless delivery or managed entry.
- The provision of hand sanitisers at entry/exit points.
- Installation of physical barriers and clear markings to ensure that contact between workers and customers is kept to a minimum and to ensure that queues do not form between customers as they wait to be served.
- Provision of face coverings for customer facing staff for use in cases where social distancing is not possible or where more direct interaction with customers or visitors is called for.

- Implement a cleaning regime to ensure that contact points for workers and customers are kept visibly cleaned at all times.
- Display advice on COVID-19 measures in visible locations to ensure that customers are also adhering to what is required.

8.12 Members of the Public/Customers

To comply with 2m physical distancing requirements and current public health advice, the following controls are in place:

- Queue lines are marked at 2m intervals on the floors at Box Office, the Cafe counter and in the toilets where there is a risk of large numbers congregating,
- Screens have been put in place at Box Office and at the Cafe counter in order to keep our staff and customers safe,
- Public restrooms will be cleaned and sanitised more frequently,
- Frequently touched surfaces and objects, eg countertops, handrails, table tops, chair backs, door handles and push plates etc will be cleaned and sanitised more frequently,
- Customers are requested to use the lift only when necessary in order that it is available for wheelchair users, individuals with a mobility impairment or families with pushchairs,
- HSE issue Covid 19 information signage is posted throughout the building to inform and remind customers of the symptoms to watch out for and the recommendations to stop the spread of Covid 19.

9. Individual Hygiene Controls

9.1 Respiratory Hygiene and Cough Etiquette

Respiratory Hygiene and Cough Etiquette involve practices that prevent the spread of illness and disease. Anyone with signs and symptoms of a respiratory infection, regardless of the cause, should follow respiratory hygiene and cough etiquette:

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a wastebasket.
- If you don't have a tissue, cough or sneeze into your inner elbow, not your hands.
- Keep contaminated hands away from your eyes, nose and mouth.
- Wash your hands after coughing or sneezing.
- Also, do not share objects that touch your mouth, e.g. bottles, cups, cigarettes.

9.2 Hand Hygiene

One of the most important steps we can take to avoid getting sick and spreading germs to others is keeping hands clean through improved hand hygiene. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, hand gels with at least 60% alcohol content can be used.

You should always wash hands:

- After coughing or sneezing
- After toilet use
- Before and after eating
- Before and after preparing food
- Before and after using public transport, if used
- Before and after being in a crowd, especially an indoor crowd
- When you arrive and leave buildings or someone else's home
- Before smoking a cigarette or vaping
- If your hands are dirty
- If in contact with a sick person, especially those with respiratory symptoms.

10 Prevention of Cross-contamination

The new coronavirus is primarily transmitted through respiratory droplets and contact when a person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19).

During access entry and exiting the potential for cross-contamination is higher where there are many common touch contact points such as doors, stairs, gates, welfare facilities.

The following controls measures at the access points are in place:

- There are sanitising stations located at building entrances, on the second floor level outside the toilets and at the Gallery entrance.
- Regular cleaning of common contact surfaces (e.g. door handles/push plates, stair hand rails etc).
- Covid-19 posters to be used throughout the building to remind patrons and visitors to wash their hands regularly.
- One way systems are established where possible.

To reduce the spread of COVID-19, enhanced cleaning procedures are in place across all sites to prevent cross-contamination, particularly in communal areas and contact points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Communications equipment – keyboard, photocopiers, other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

All equipment and tools must be properly sanitised to prevent cross-contamination.

Persons should not share tools, equipment or plant where possible.

11. Response to Case(s) or Suspected Case(s)

The C-19 response team will respond in the case of suspected case in the workplace.

11.1 Suspected Case of COVID-19 in the Workplace

If someone becomes unwell at Solstice Arts Centre with symptoms such as cough, fever, difficult breathing, the unwell person will be removed to the designated isolation area on the Ground Floor by the response team. The area and route, which is 2metres away for other people, is easily accessible and, as far as is reasonable and practicable, is accessible by people with disabilities.

The individual with symptoms will be requested to wear a facemask on the route and in the room to keep others safe and prevent contamination.

The designated isolation area has been identified and includes the following:

- Ventilation, the space is air conditioned,
- Separate handwashing facilities, the small toilet in the ground floor corridor is not used by members of the Public,
- Tissues, hand sanitiser, disinfectant, gloves, masks and waste bags

The COVID-19 response team will initially assess whether the unwell individual can immediately be directed to go home, call their doctor and continue self-isolation at home. Where that is not possible, the unwell individual will remain in the isolation area and call their doctor, outlining their current symptoms. They should avoid touching people, surfaces and objects. The unwell individual will be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided. The COVID-19 Compliance Officer/response team should notify management and arrange transport home or hospital for medical assessment. Public transport of any kind should not be used.

The Covid-19 Compliance Officer/response team will fill out a Covid-19 Incident Report on the incident taking care to obtain the contact details of the unwell individual and anyone who was in their company while at Solstice Arts Centre. The COVID-19 Officer/response team may be contacted by the HSE to discuss the case. When contacted by the HSE, the COVID-19 Officer/response team should use any records kept regarding the incident to help identify people who have been in contact with the individual since the onset of symptoms. The HSE may advise on any actions or precautions that should be taken.

Cleaning following a case or suspected case

Close the door to the designated area once the unwell person has left the building and leave the room empty for at least 20 minutes for all airborne particles to drop to the floor. The area and any other areas within the centre where the person has been should then be first cleaned and then disinfected by a professional cleaning crew.

As with all cleaning and maintenance operations, good hand hygiene controls must be followed. When cleaning areas that have been previously occupied by a person infected or suspected of being infected with COVID-19, an impermeable long-sleeved protective gown and/or apron and protective gloves are required during cleaning.

If an area has been heavily contaminated, additional protection for the eyes, mouth and nose, as well as wearing gloves and an apron is required.

Cleaning and Disinfection

When cleaning the area of a suspected or confirmed case of COVID-19, the correct cleaning procedures must be followed, all surfaces that the infected person has come into contact with must be cleaned and disinfected including:

- Surfaces which are visibly contaminated with body fluids.
- All potentially contaminated high-risk contact areas such as bathrooms, door handles, telephones, the back of chairs, grab-rails in corridors and stairwells.

Disposable cloths or a paper roll and disposable mop heads are used to clean all hard surfaces, chairs, floors, door handles and sanitary fittings, following with the disinfectant.

Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

Waste Management

All waste that has been in contact with the individual, including used tissues, and masks if used, must be double bagged.

Waste from suspected COVID-19 cases, including disposable cloths and tissues, required the following controls:

- Put the waste in a plastic rubbish bag and tied when full.
- Place the plastic bag in a second bin bag and tie.
- Label the bag with the date and store in a suitable and secure place until the individual's test results are known then do either of the following:
 - if the individual tests negative, this can be put in with the normal waste
 - if the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- If storage for at least 72 hours is not appropriate, arrange for collection as infectious waste by your waste contractor.

11.2 Confirmed Case of COVID-19 in the Workplace

If a confirmed case is identified at the workplace, staff who have had close contact as assessed by the HSE will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the restricted movements guidance on the HSE website.

- Close contact, as defined by the HSE, spending more than 15 minutes of face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.
- They will be actively followed by the HSE. If they develop new symptoms or existing symptoms get worse within the 14-day observation period, they should contact their GP for reassessment.
- If they become unwell with a cough and/or fever they will be tested for COVID-19. If they test positive, they will become a confirmed case.
- All affected staff should be actively followed up by the COVID-19 Officer/response team. The above eventualities should be recorded by the COVID-19 Officer/response team.

Staff who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

Return to Work / Fitness to Work

When a worker, either being a suspected or confirmed case or a known close contact with a confirmed or suspected case, the company return to work procedure must be followed including the completion of the self-declaration form.

- Any worker who has symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP.
- They must notify their Manager or employer.
- An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having communicated this with their supervisor/employer

When the individual is symptom-free and deemed fit to return to work, the key criteria are:

1. 14 days since their last "close contact" with a confirmed or suspected case and have not developed symptoms during that time.
2. 14 days since the onset of their symptoms and 4 days since their last fever, or
3. They have been advised by a GP/health care professional to return to work.

Individuals must self-declare their fitness for work in the absence of having a fitness for work certificate from their GP/healthcare provider.

11.3 Reporting Requirements under OHS legislation

There is no requirement for an employer to notify the Health and Safety Authority if a worker contracts COVID-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

COVID-19 is, however, reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report should be sent to the Health Protection Surveillance Centre (HPSC) in the HSE: <https://www.hpsc.ie/notifiablediseases/>.

12. Sick Leave relating to Covid 19 or Self Isolation

Any non-COVID-19 illness will be recorded as ordinary certified sick leave and the usual rules governing sick leave will apply. Please refer to your contract of employment for rules on sick leave entitlements

- Special Leave applies when an employee is advised to self-isolate and is displaying symptoms of COVID-19 or has had a positive test. Medical or HSE advice should be followed.
- Special leave for COVID-19 does not impact on normal sick leave entitlements.
- Employees are not entitled to days in lieu of bank holidays whilst in receipt of special leave for COVID-19

Extensive advice on managing self-isolation at home can be found at the following HSE link;

<https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html#onThisPage>

13. First Aid Responder (Guidance)

The COVID-19 virus infects people through contact with the mucous membranes, and first aiders must think of this as being the mouth, nose and eyes. It does not infect through the skin. The greatest risk to the first aid responder is the transfer of the virus to the mucous membranes by contact of contaminated hands (including gloved hands) with the eyes, nose and mouth.

The first aid responders are instructed to minimise touching of the face, and clean hands frequently wash hands with soap and water or alcohol-based hand gel.

Due to the high risk of direct transfer of the virus onto the mucous membranes by droplet transmission, that is, by the direct impact of larger infected droplets generated from the person respiratory tract landing in the responder mouth, eyes or nose. The provision of PPE – a facemask and eye protection are provided to the ill person to cover their mouth. Where possible, the first aid responder must avoid close contact, but this is not possible in the event of having to provide emergency lifesaving measures, e.g. during cardiac arrest, stroke, choking.

First aiders are made aware of the symptoms of COVID-19 and will perform a dynamic risk assessment based on the scenario they are presented with.

Controls

For first aid response, the following key controls are in place to protect from COVID-19:

- All standard infection control precautions are applied to any first aid incident in the workplace.
- Handwashing with warm water and soap or an alcohol-based hand sanitiser must be performed before and after providing any first aid treatment.
- Any person presenting with symptoms consistent with COVID-19, this will be treated as a suspected case.
- As outlined in the section for the response to cases or suspected case, the individual will be moved to the isolation room to minimise the risk to others.
- Where practical, only one first aider will provide support and treatment.
- Additional PPE, including enclosed eye protection and FFP2 mask (if available), should be worn by the First Aid Responder when responding to all first aid incidents where close contact cannot be avoided.
- Masks are available to the person displaying symptoms of COVID-19 to limit droplet dispersion.
- For suspected cardiac arrest, the First Aid Responder will not listen or feel for breathing by placing your ear and cheek close to the person's mouth. If you are in any doubt about confirming the cardiac arrest, the default position is to start compressions only until help arrives.
- The person in cardiac arrest should only have compression-only CPR applied.

- For persons with minor injuries such as cuts, abrasions, or minor burns, where practical a First Aid Responder should avoid close contact and advise the injured person what steps to take in treating their injury.
- No reusable equipment should be returned to service without being cleaned and disinfected appropriately.

PPE Requirements for responding to first aid incidents:

1. Disposable gloves (nitrile/latex)
2. FFP3 or FFP2 Face masks - First Aid Responder must ensure that the masks cover the mouth and nose and is fitted correctly to create a seal to the face.
3. Disposable plastic aprons
4. Enclosed eye protection

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately, and reusable PPE cleaned and disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

The First Aid Responder must contact the Health & Safety Officer to order new stock. Then new stocks are replenished as appropriate.

14. Close Working

Solstice Arts Centre is aware that in Ireland, the HSE has recommended a 2metre safe distance between individuals to avoid transmission hazards. Where a risk assessment identifies work where 2m separation cannot be maintained, additional safety precautions are required to manage the risk. The elimination of close working is preferable and should be investigated. For all work, the possibility of elimination of close working is assessed.

Specific risk assessments for COVID-19 short term work will be completed where workers are less than 2 metres apart.

14.1 The Requirements for Personnel working within 2m of each other

- No worker has symptoms of COVID-19
- The close contact work cannot be avoided
- PPE is present in line with the Risk Assessment (full face shield etc.)
- An exclusion zone for <2m work will be set up pre-task commencement
- Before donning appropriate gloves, personnel shall wash/sanitise their hands thoroughly

14.2 Transmission Zones

There are 2 types of work in the <2m transmission zones, type B is of a higher risk than type A:

- a) No physical contact between colleagues; Here preferably, personnel will wear full-face shields and gloves, alternatively surgical masks with eye protection and gloves.
- b) Physical touching will occur (manual handling/pushing – pulling side by side, shared tools and equipment); Here preferably, personnel will wear full-face shields and gloves, alternatively surgical masks with eye protection, and gloves and disposable suits. On completion disposed of contaminated PPE as necessary.

(note – for work less than 2m individual risk assessments will be completed)

Where possible, a screen will be erected between workers, this must not impede on safe systems of work or introduce any other safety hazards.

At the completion of work, all tools and equipment for both scenario A and B will be properly sanitised, and surfaces wiped down.

For restricted, confined space, forced ventilation will be used where practicable.

15. Communication during Covid 19

Solstice Arts Centre will ensure that all persons working under its control (e.g. staff, contractors) are aware of the COVID-19 plan and also the following:

- their contribution to the effectiveness of the COVID-19 plan;
- the implications of not conforming with the COVID-19 plan and requirements;
- their own role and responsibilities before, during and after disruptions.

Posters giving additional information to increase awareness and advise staff, visitors and members of the public of the hazards associated with COVID-19 and the control measures in place will be used where relevant.

The Health Services Executive (HSE) posters to be posted to the relevant areas within the building (ie Box Office/Foyer, Toilets/Green Room etc).

16. Hazard Identification and Risk Assessment

The risk assessment and control process must take into account all the planned routine activities (day to day Box Office/Café operations, day to day Gallery and Office operations etc) and the non-routine activities (individual Workshops, MCC meetings etc) with the new consideration of the protection from COVID-19.

Specific risk assessments will be completed for work less than 2 metres.

The risk assessments and control process applies to employees, visitors, contractors and third parties.

The Company should consider those who are more at risk from COVID19 when reviewing risk assessments. The employees can complete the at-risk declaration form and inform the line manager and HR department of their at-risk status.

Appendix 1 Covid 19 Declaration Form

This form to be completed by visiting companies/contractors prior to returning to visiting Solstice Arts Centre.

	Yes	No
Do you have any symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or did you have same within the past 14 days?		
Have you been diagnosed with a confirmed or suspected Covid 19 infection within the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of Covid 19 within the past 14 days? (i.e. less than 2m for more than 15 minutes in any 1 day)		
Have you been advised by a doctor to self-isolate at this time?		
Have you been advised by a doctor to cocoon at this time?		

I confirm that I have responded to the questions above truthfully and based on my current condition.

Name	
Signature	
Date	

For print version: P/Health & Safety/Covid 19/Covid 19 Declaration Form

Appendix 2 Covid 19 Declaration Form

This form to be used to record details of any individual presenting with Covid 19 symptoms within Solstice Arts Centre. This includes any Staff, Contractors, Visiting Company members, Members of the Public.

Details of affected Party				
Name				
Address				
Telephone No				
Date of Birth				
Employee F/T	Employee P/T	Volunteer	Student	Ext. Contractor
Artist/Performer	Co. Member	Class Member	Workshop	Specify Other
How long has the individual been at Solstice Arts Centre?				
What areas within Solstice Arts Centre did the person visit? (Café, Gallery, Auditorium, Toilets etc)				
Is the individual alone or in company/with a group?				
List the people the individual may have been in contact with.(Please list contact details for any follow up required)				



Solstice Staff on Duty	
Covid 19 Compliance Officer/Worker Representative notified Signed: Date:	Recorded in Show/Event Report By: Date:
Incident Report form completed by: Position	Date

For completion by Covid 19 Compliance Officer/Worker Representative	
Symptoms noted in the individual	
Arrangements made to get individual home/to hospital	
Isolation Room to be cleaned and disinfected	
Signed	Date

For print version: P/Health & Safety/Covid 19/Covid 19 Incident Report Form