



COVID-19 RESPONSE PLAN

August 2020

LIVE

Introduction

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

The National Protocol and guidance 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 it is very important for providers to keep up to date with any new advice.

Employers and employees must have a shared responsibility to implement the measures contained in the Protocol in their place of work. A collaborative approach to the implementation of the protocol is essential to achieve success. This Response Plan, then, has been produced in consultation with Graffiti staff and Board members.

This response plan is intended to support GRAFFITI to safely offer our services to schools, parents and children, 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 plan sets out procedures to implement public health measures to reduce the risk of the transmission of COVID-19 while ensuring that the Graffiti's policies and practices have children's health and well-being and the safe delivery of programmes as its primary concern.

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

1

Policies and Procedures for prompt identification and isolation of employees who may have symptoms of COVID-19

a. Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and in some cases, can be fatal. It can take anything from 2 days to 14 days for symptoms of coronavirus to appear. They can be like the symptoms of cold and flu. Common symptoms of coronavirus include:

- A fever (a high temperature of 38 degrees Celsius or above)
- A cough (can be any kind of cough, not just a dry cough)
- Shortness of breath or breathing difficulties
- Loss or change to your sense of smell or taste
- Flu-like symptoms

Some people who have been infected with the virus are asymptomatic and have experienced no symptoms at all.

While we need to remain vigilant in relation to the COVID-19 symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

b. Procedures for prompt identification and isolation of employees who may have symptoms of COVID-19

Graffiti will:

- Keep a log of contact/group work (on-site and off-site) to facilitate contact tracing for a period of 14 days
- Inform employees and others of the purpose of the log
- Display information on signs and symptoms of COVID-19
- Provide up to date information on the Public Health advice issued by the HSE and Gov.ie
- Provide instructions for employees to follow if they develop signs and symptoms of COVID 19 during work.

Employees will:

- 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 Lynn Canham as General Manager or COVID Worker Representative immediately if any symptoms develop during work.

c. Temperature testing

Employees must complete any temperature testing that may be implemented by Graffiti in line with Public Health advice. In addition, where applicable, practical or advised, Graffiti

may temperature test visitors, freelance workers, cast, crew members, facilitators, as well as audience members or workshop attendees.

d. Dealing with a suspected on-site case of COVID-19

While employees should not attend work if displaying any symptoms of COVID-19, the following steps outline Graffiti's plan for dealing with a suspected case that may arise during on-site work.

The Paul Hudson Quiet Room has been designated as the organisation's Isolation Room in the event an employee or guest develops COVID-19 symptoms during their shift or visit.

The person displaying symptoms will be provided with a mask and then accompanied by either the General Manager, the COVID Worker Representative or a person nominated by the COVID Worker Representative to the Paul Hudson Quiet Room (isolation room) and will keep at least 2 metres away from the symptomatic person. The COVID Worker Representative, or nominee, will also ensure that others maintain a distance of at least two metres from the symptomatic person.

We will assess the unwell individual as to whether they can immediately be directed to go home from where they must call the doctor and commence self-isolation or whether transport should be arranged to hospital for medical assessment. We will facilitate the symptomatic person remaining in isolation if they cannot immediately go home. Public transport should not be used.

The symptomatic person must avoid touching people, surfaces and objects. They must also cover their mouth and nose with the disposable tissue provided when they cough and sneeze and put the tissue in the waste bag provided.

Afterward the employee's departure, Graffiti will:

- carry out an assessment of the incident which will form part of determining follow up actions and recovery
- ensure that appropriate cleaning of the isolation area and work areas involved is carried out
- provide advice and assistance if contacted by the HSE

If the symptomatic person is an employee, they will stay out of work until all symptoms have cleared following any advised period of self-isolation. The employee will be required to complete a pre-return to work form before they return to on-site or off-site work.

It is noted that there is no requirement for an employer to notify the Health and Safety Authority if a worker contracts COVID-19. COVID-19 is reportable by a medical practitioner who becomes aware of, or suspects, an instance of such disease.

COVID-19 is a notifiable disease and must be notified within 3 working days of the Service becoming aware of a notifiable incident. We will use the appropriate means of

communications as identified by the HSE should a member of our staff or an attendee of our programmes become infected with COVID 19.

Covid-19 Infection Control Policy

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

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

The most common symptoms are:

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

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

Children

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

Symptoms in children include:

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

How it is transmitted or spread

- COVID-19 is transmitted in breath, sneeze or cough droplets
- The virus is transmitted through bodily fluids from an infected person's nose or mouth coming in contact with your eyes, nose or mouth.
- Transmission can be directly from person to person, however it is more commonly transmitted indirectly, when you touch surfaces or objects where the virus is present, followed by touching your face, where the virus enters through the mucous membranes
- Children are not more likely than adults to spread the virus

How to reduce the risk of transmission

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

We will wash our hands before and after sessions with soap and water or use an alcohol-based hand rub (preferably minimum 60% alcohol) if hands are not visibly dirty for 40-60 seconds and in line with the WHO and HSE recommendations.

We will ensure an adequate supply of liquid soap, hand gel or rub and disposable or paper towels available throughout the premises including the arrival areas.

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.

Staff and visitors will be encouraged to avoid touching their eyes, their mouth or nose with their hands.

a. 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.

b. Staff should wash their hands

- When they arrive at the Service 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 child from another group other than their own group
- 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
- Before having a cigarette or vaping [staff are reminded the service is a non-smoking area]

Hand-drying

Disposable single use papers towels will be used for hand-drying

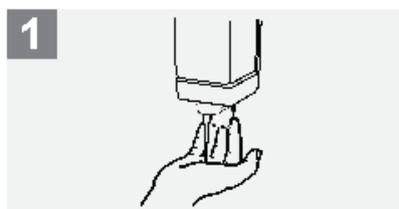
How to Handwash?

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;



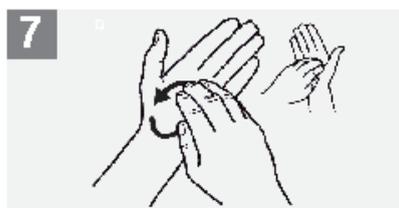
Palm to palm with fingers interlaced;



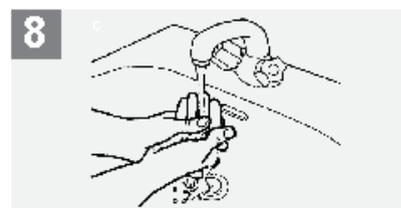
Backs of fingers to opposing palms with fingers interlocked;



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



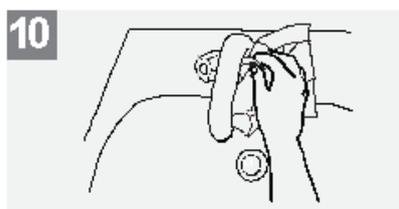
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



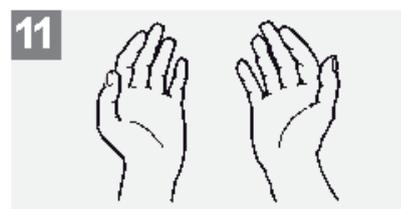
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

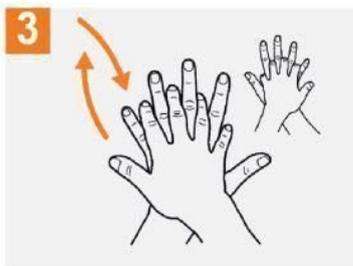
 Duration of the entire procedure: 40-60 seconds



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;



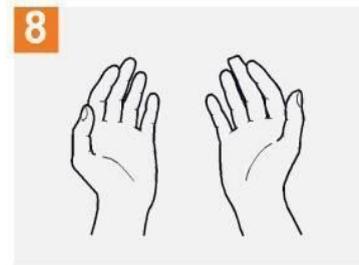
Backs of fingers to opposing palms with fingers interlocked;



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.



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Respiratory hygiene practice, good respiratory hygiene, that is, 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 (for adults) and for children soap and water for 40-60 seconds (or hand sanitiser if soap and water not available) and in line with the WHO and HSE recommendations.

- Staff and visitors must adopt good respiratory hygiene and etiquette
- Cough or sneeze into your elbow or into a tissue
- The Service ensures that tissues are readily accessible throughout the Service with a dedicated pedal operated bin provided in each of the rooms and in the outdoor areas for easy disposal of used tissues.
- Staff and visitors 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)

Graffiti will have an adequate supply of PPE visors for use when required by staff and in certain group work situations as per the evolving guidance on working with young people in youth group settings.

Where visors are used by groups (eg Activate), members will wipe down their named mask after use, place in a sealed ziploc bag and keep for use the following week. Masks will not be shared between users. When term/programme is complete, masks and their accompanying bags will be appropriately disposed of/recycled.

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 and there is no requirement by others to wear masks in the childcare environment. Some specific tasks and roles may require masks e.g. administering some First Aid, caring for a staff member or child who presents with symptoms of COVID-19 while at the service, cleaning.

Social distancing

- Maintain social or physical distancing, that is, leave at least 2 metres (6 feet) distance between adults and young people
- As part of social distancing a 'no handshaking policy' will be implemented

Mental Health and Wellbeing

We will provide employees with information on publicly available sources of support and advice and information about the prevention and control measures taken in the workplace to reduce the risk of infection.

- A range of supports and advice is available from the Health and Safety Authority on work related stress at: www.hsa.ie/eng/Topics/Workplace_Stress/
- The Authority also provides a free online risk assessment tool for addressing work related stress: WorkPositive (www.workpositive.ie).
- The Government's In This Together Campaign also provides information on minding one's mental health as well as tips on staying active and connected which may be useful for employers and workers: www.gov.ie/en/campaigns/together/?referrer=/together/
- In addition, telephone counselling services are available to Graffiti staff members, as facilitated by our insurance broker, the details for which are on display in filing room

Minimising the Risk of Exposure in the Workplace

Environment Controls

We have conducted a Risk Assessment prior to recommencing on-site work and updated the organisation's Safety Statement. We will monitor Environment Control Actions daily as per the template found in Appendix.

Hand Hygiene

As per outlined in previous section of this plan

Employees must also:

- Avoid touching their eyes, mouth or nose
- Have access to facilities to support hand hygiene
- Not share objects that touch their mouth, for example, bottles or cups
- Use own pens
- Use their own phones and headsets
- Limit sharing of mugs and kitchen items, and wash and clean up after eating or drinking
- Monitor own use of communal kitchen in terms of ensuring social distancing if using the space with colleagues

Phones

Staff should only ever use their own telephones at their own desk, which they should clean on a regular basis. Similarly, headsets should not be shared amongst staff.

Physical Distancing and Face Coverings

Physical distancing is recommended to reduce the spread of infection. Staff are advised to keep a safe 2 metre distance from each other to the greatest extent possible. Face coverings are mandatory on public transport and in retail and service outlets; they are recommended for other places where it is difficult to maintain the 2-metre spacing. Therefore, staff should wear face coverings during on-site work if they are not able to maintain the government mandated physical distance.

No hand shaking policy.

As per current public health advice, Graffiti will implement a no hand shaking policy.

Working Areas

The General Manager will monitor office use by employees to ensure that physical distancing can be maintained and offer alternative arrangements should our current working arrangements in the office prove unsuitable if the guidelines evolve. Currently desks are spaced 2 metres apart as per our original set up. If a staff member feels they are part of a vulnerable group, or a member of their household is, flexible working arrangements will be considered favourably.

Online meetings

Even within the office setting, we encourage meetings to be conducted as much as possible using online remote means. Where face to face meetings are necessary, the length of the meeting and the numbers attending must be kept to a minimum; all participants must maintain physical distancing at all times.

In the context of online workshops, Graffiti will follow public health guidance, whether that is HSA or Department of Children and Youth Affairs, and that of Youth Theatre Ireland as an advisory body for youth work in our area. Where necessary and practical, Graffiti will revise programme delivery online (eg Activate Zoom sessions, schools workshops) where possible to allow for continuity of service.

Where online workshops are with schools, we will revert to their online platform of choice where possible but will have Zoom facilities available.

At all times the health of our staff, facilitators and workshop attendees is of primary importance and will be the main driver for any revisions to Graffiti's in-person services provision.

One-way systems

The small size of the Graffiti core staff office area does not allow for the implementation of a practical one-way system. Staff members should always work to maintain the mandated social distance.

Where visiting audiences or workshop groups are in attendance, one way entry and exit systems will be facilitated, where practical on a case by case basis (eg in Theatre or in the Studio using Studio and office doors, if office not in use).

At Risk/Vulnerable Employees

We will endeavour to enable vulnerable employees to continue to work from home where possible. If a vulnerable employee has to be in the office, we will ensure that they are preferentially supported to ensure that a physical distance of 2 metres is maintained at all times. Employees should inform the General Manager of Graffiti, through the COVID-19 Staff Survey if they fall into an 'at-risk' category and liaise with the COVID-19 Worker

Representative around the implementation of COVID procedures to ensure a safe return to on-site or off-site work where needed.

Signage

We have displayed appropriate signage in all rooms to support hygiene awareness, symptoms awareness, and physical distancing.

Cleaning

We will also implement the following cleaning and sanitation schedule:

- Frequently touched surfaces will be thoroughly and regularly cleaned.
- Contact and touch surfaces (table-tops, work equipment, door handles and handrails) will always be kept visibly clean and will be cleaned daily.
- Washroom facilities and communal spaces will be cleaned daily.
- Employees will be provided with essential cleaning material to keep their own workspace clean and are responsible to use these throughout the day as appropriate.
- The use of 'hot desks' is discouraged but if they have to be used, we will provide appropriate cleaning materials for employees to use to clean the area before and after using same.

Hand Sanitisers will be provided at the office entrance as well as throughout the office, theatre, kitchen and studio. The use of hand sanitisers should not replace frequent and correct hand washing.

Work Trips and face-to-face interactions should be reduced to the absolute minimum; as far as is reasonably practicable, technological alternatives should be utilised.

On-site working: Programmes and events

Where groups for workshops, audiences, Activate etc are in the Graffiti building, the protocols as previously outlined will be strictly adhered to, with any additional Graffiti facilitators or cast and crew working in on-site programmes and events, fully briefed ahead of external audience attendance.

The main measures we will use to ensure health and safety in this situation are:

- contact log will be maintained to facilitate contact tracing
- temperature checks for audience/workshops attendees
- Visors, named, cleaned and bagged, as previously outlined
- Briefing at the beginning of sessions
- Clear markings on floor for socially distanced attendance of workshops
- Elimination of games from programmes/workshops where touch or object passing/sharing may take place
- Clear entry and exit plan
- Kitchen not to be in use during sessions (eg Activate attendees)
- Seating for performances will be created in line with public health guidelines
- Isolation area will be available, as previously outlined

Off-Site Working: Programmes and Events

As we return to work, this may include working in schools, creches or third-party venues to deliver programmes and events for children and young people. We will only deliver off-site programmes and events where it is compliant with public health measures, safe and logistically possible to do so, and where in-person activity is essential to the achievement of programme outcomes.

When delivering off-site programmes and events, Graffiti will:

- Appoint a programme staff member as off-site Covid-19 Safety Representative for the purpose of that programme only
 - Ensure all participants and any contracted staff are fully informed of hygiene protocols and practices in advance of the programme/event.
 - Ensure that the number of participants (including facilitators) is compliant with the current number limitations for indoor cultural / youth work activities. Liaise with the venue at the time of booking to ensure the number of participants can be accommodated at the chosen venue with the appropriate 2 metres social distancing.
 - Require participants to bring a face covering for use within the activity (or supply one in selected programmes) wherever a distance of 2 metres cannot be maintained if they are over 12 years of age.
 - Revise programme content and practice and approaches to comply with hygiene measures and physical distancing.
 - Arrange a staggered drop-off schedule at the venue for programmes with children or young people to avoid large numbers congregating in communal areas including lobbies.
 - Maintain a sign-in sheet to facilitate contact tracing.
 - Require participants to keep their personal belongings separate within the workshop space and bring their own water bottles.
 - Provide a mobile COVID-19 Hygiene Kit that will include items such as antibacterial cleaning materials, hand gels, and face-coverings.
 - Liaise with the venue on cleaning procedures for the room being used to ascertain whether there is a need for Graffiti to help maintain hygiene within the room.
- a. Dealing with a suspected case of COVID-19 at a Third-Party Venue
- Prior to the start of the event or training, the off-site COVID Safety Rep should liaise with the venue to determine their protocols for suspected cases of COVID-19 and to identify the location of the venue's isolation room. The COVID Safety Rep should follow the protocols outlined in this Plan unless they are superseded by those of the venue.

If a child or young person becomes unwell during an off-site activity, the COVID Safety Representative will accompany them to the venue's Isolation room, phone their emergency contact and follow protocols. The COVID Safety

Representative will support the young person while they are waiting, ensuring a safe distance is maintained.

If a facilitator becomes unwell during an off-site activity, the usual protocols will be followed. The COVID Safety Representative should contact the Director immediately and work to ensure that the correct ratios of adults to young people are maintained.

Regardless of the protocols followed on the third-party premises, once the symptomatic person departs, Graffiti will:

- carry out an assessment of the incident which will form part of determining follow up actions and recovery
- ensure that appropriate cleaning of the isolation area and work areas involved is carried out
- provide advice and assistance if contacted by the HSE

Graffiti in production phase

When in rehearsal and production, Graffiti cast and crew will adhere to public health guidelines. Graffiti will ensure this by:

- cast and crew induction at the beginning of rehearsal phase
- Cast and Crew will receive a copy of COVID response plan or a copy will be made available on site for them to read
- Reinforcement of protocol and public health information as previously outlined in this document
- Social distancing where practical
- All other protocol as outlined above: including PPE, reduction opportunities for transmission (staggering use of communal spaces such as Kitchen etc)

Should a cast or crew member exhibit symptoms, as per health guidelines, they should self isolate until they are tested and receive their results. Should this occur during rehearsal or production, production will be paused until the results are received.

Should a cast or crew member test positive, production will be suspended and cast, crew and Graffiti staff, dependent on guidelines from the HSE will be referred for testing if deemed to be a close contact.

Ongoing Efforts

As mentioned in the Introduction, Graffiti acknowledges that this Plan is a living document, which will be reviewed in accordance with changing Government guidelines, updated by staff, and approved by the Board of Directors on an ongoing basis.

Approved by the Board of Directors

Signed (Chair): JOE DERMODY

Dated: September 2020

Date of next review: *1st Board meeting of 2021*

Appendix

1. Graffiti Return to work questionnaire
2. GRAFFITI HSA Covid 19 Response plan
3. COVID 19 Return to Work Safety Protocol checklist / workers (HSA) (template - completed version on site in office)
4. COVID 19 Employer Checklist / Control Measures (HSA) (template - completed version on site in office)
5. Employer checklist / Induction & Familiarisation (template - completed version on site in office)
6. Covid 19 REturn to Work Safety Protocol / Worker representative checklist (template - completed version on site in office)
7. Activate Guidelines / Onsite workshops