

# North Coast Trad Covid-19 Policy

The above Policy was reviewed and adopted by the Management  
Committee

26<sup>th</sup> August 2020

Chairperson  
Louise Elliott

Signed: \_\_\_\_\_

## **Covid-19 Procedure**

North Coast Trad Project Management Board, staff, artists and volunteers will adhere to the following detail in advance of organising & participating in any of its activities.

These guidelines are in relation to all North Coast Trad. Due to covid-19 restrictions, numbers attending will be in adherence to the Northern Ireland Assembly's ruling at any specific time. We understand that this may change from time to time.

### Washing & Respiratory requirements

Whilst regular and thorough hand washing is encouraged, this will not always be practical at events. It will be the responsibility of the project manager to ensure that:

- Sanitizing hand rub bottles / dispensers are placed in prominent places around the areas in use. These dispensers will be regularly refilled
- Posters will be displayed promoting hand-washing
- Soap and paper towels placed in all toilets

\*Washing kills the virus on your hands and prevents the spread of COVID- 19

- All seats will be placed 1m apart, unless in a family unit
- Good respiratory hygiene in rooms will be promoted
- Windows and doors will be opened whenever possible to make sure the venue is well ventilated.
- Face masks and/or paper tissues are available in each room, for those who develop a runny nose or cough, along with closed bins for hygienically disposing of them

\*Good respiratory hygiene prevents the spread of COVID-19

In advance of weekly classes and events, all students, artists and volunteers will be advised to stay at home if COVID-19 starts spreading in their community, even with a mild cough or low-grade fever (37.3 C or more).

We will continue communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.

### How to manage COVID-19 risk when organizing meetings & events

We need to think about the potential risk from COVID-19 because:

There is a risk that people attending a class, meeting or event might be unwittingly bringing the COVID-19 virus to the meeting. Others might be unknowingly exposed to COVID -19. While COVID-19 is a mild disease for most people, it can make some very ill. Around 1 in every 5 people who catch COVID-19 needs hospital treatment.

### Key considerations to prevent or reduce COVID-19 risks BEFORE North Coast Trad, a meeting or event

Advice from the authorities in the community where North Coast Trad, a meeting or event will take place will be checked and followed.

A prepared plan has been developed to prevent infection at meetings or events.

- We will consider whether a face-to-face class, meeting or event is needed and decide whether it could be replaced by a zoom or other online facility.
- The class, meeting or event may be scaled down so that fewer people attend.

- Sufficient supplies and materials, including tissues and hand sanitizer for all participants will be pre-ordered. Surgical masks will be available to offer anyone who develops respiratory symptoms.
- We will actively monitor where COVID-19 is circulating. Advise students, tutors and volunteers in advance that if they have any symptoms or feel unwell, they should not attend.
- Ensure that all participants, audiences etc provide contact details: mobile telephone number, email and address. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease. If they will not agree to this they cannot attend the event or meeting.

A response plan has been developed in case someone at a class, meeting or event becomes ill with symptoms of COVID-19 (dry cough or fever).

- A room or area will be identified where someone who is feeling unwell or has symptoms can be safely isolated
- Temperature can be taken via the gun thermometer
- There will be a limit on the number of people who can access the sick person – a max of 2 will be sufficient. One will be the project manager who is also a safe guarding officer and will write a report accordingly
- The sick person will be offered a mask so they can get home safely, if appropriate, or the emergency services may be called.
- A plan for how they can be safely transferred from there to hospital will be in place
- All surfaces etc will be wiped with anti-viral spray

#### AFTER an event

All names and contact details of all participants will be retained for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

If someone at the class or event was isolated as a suspected COVID-19 case, the project manager will inform all participants. They will be advised to monitor themselves for symptoms for 14 days and take their temperature twice a day.

If they develop even a mild cough or low-grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (1 meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local health service, giving them details of their recent travel and symptoms.

The project manager will consider how to identify persons whom may be at risk, and support them, without inviting stigma and discrimination.

Details of other health issues will be stated on each registration form for those attending classes.

If there is an outbreak of COVID -19 in the community, the health authorities may advise people to avoid transport and crowded places.

A contingency plan will be put in place in the case of an outbreak in the communities where North Coast Trad operates. This will prepare us for the possibility of an outbreak of COVID-19 in the area. It may entail:

- a higher focus on teaching via Zoom
- organising outdoor events, weather permitting
- on-going contact with all personnel to be undertaken