Covid-19 Guidance for the Arts Sector

Including guidance for:

Festivals & Young People, Children & Education

Version history

Version	Date	Description
1	20/09/2021	Initial Publication
2	23/09/2021	Includes corrections – no substantive changes
3	27/09/2021	Updated note re events and activities to reflect most recent government guidelines Pages 3 and 4.

Glossary

- **Aerosol transmission**: person-to-person transmission of pathogens through the air by means of inhalation of infectious particles.
- **Ambient crowd:** refers to the crowd that may gather in the environs of the event venue as a result of event activities. These individuals are not ticket-holders or event attendees.
- **Antigen test:** a rapid antigen test, or rapid test, is a rapid diagnostic test suitable for point-of-care testing that directly detects the presence or absence of an antigen.
- **Attendees:** people other than workers that are on-site during an event and which may include, but is not limited to, spectators, audiences (including ticket-holders), sponsors and the general public, and who are required to follow health-and-safety procedures as a condition of entry and attendance.
- **Competent person:** according to the *Safety, Health and Welfare at Work Act 2005*, a person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken.
- **Controlled environment:** an environment where the number of people and the ways that they interact can be actively managed. The owners or organisers can control the number of people coming in and out, and there is space to physically distance. Controlled environments are those where the number of people present and the ways that they interact can be controlled, where there is a recognised organiser, where people are seated or have a designated area and generally remain in that same seat/area for the event, where physical distancing and hand hygiene can be monitored and contact tracing can be facilitated – e.g. festivals, meetings, conferences, exhibitions, public-spectacle events, community events and theatre performances. https://www.gov.ie/ga/foilsiuchan/resilience-and-recovery-plan-for-living-with-covid-19-your-questions-answered/
- **COVID-19 PCR test:** a test used to diagnosis people who may be infected with SARS-CoV-2, which is the coronavirus that causes COVID-19.
- **COVID-19 Response Plan:** details the policies and practices necessary for the employer to meet the government's guidance and to prevent the spread of COVID-19 in the workplace.
- **Digital COVID certificate:** The EU Digital COVID Certificate (DCC) is proof (in digital or paper format) that you have either:

  o   been vaccinated against COVID-19 **or**
  o   received a negative COVID-19 test result **or**
  o   recovered from COVID-19 in the last 6 months

  Your free Digital COVID Certificate will help you to travel safely and more easily within the EU during the COVID-19 pandemic.

  More information is available at https://www.gov.ie/en/publication/3a698-eu-digital-covid-certificate/#what-the-eu-digital-covid-certificate-is

- **Employer:** a person, company or organisation that employs people. This can be the event organiser and contractors and suppliers.
- **Event:** organised gatherings or activities of limited duration that bring people together. This includes Indoor Events/Mass Gatherings includes Conferences, Trade Fairs and Exhibitions & large scale business events involving external audiences. These events also include community, cultural, commemorative, recreational, art or entertainment experiences involving external audiences. This includes festivals.

> **Note 1:** gatherings related to sports/physical activity should refer to the relevant guidelines developed by the relevant statutory bodies.
>
> **Note 2:** For further information on organised indoor group activities (sports, arts, culture, dance classes) please refer to the *Young People, Children & Education — Additional Covid-19 Guidance* document.

- **Event Management Plan:** a written document outlining the event organiser's proposals for managing all aspects of the event.
- **Event Organiser:** as part of the requirements of a controlled environment, festival and event management will have to nominate a named event organiser as defined in the Health Act 2020 (Preservation and Protection and other Emergency Measures in the Public Interest): "in relation to an event in a place other than a dwelling, any person who –
    - I. engages in the publicising, arranging, organising or managing of the event, or
    - II. receives some or all of the proceeds (if any), from the event"
- **Festival:** a collection of more than one event taking place in one location or multiple locations.
- **Fomite (fomes):** any inanimate object that, when contaminated with or exposed to infectious agents, can transfer disease to a new host.
- **IPCM:** infection-prevention-and-control measures.
- **Outbreak of COVID-19**: when two or more cases of the disease are linked by time, place or person.
- **Outdoor Venue:** defined in the Public Health (Tobacco) (Amendment) Act 2004 as:
    - a place or premises, or a part of a place or premises, that is wholly uncovered by any roof, whether fixed or movable
    - an outdoor part of a place or premises covered by a fixed or movable roof, provided that not more than 50 per cent of the perimeter of that part is surrounded by one or more walls or similar structures (inclusive of windows, doors, gates, or other means of access to or egress from that part)
- **Pod:** see section 6.5.
- **Public Space/Realm: this** generally refers to all areas to which the public has access (e.g. roads, streets, lanes, parks, squares, bridges and open spaces). This includes the publicly available space between buildings, along with the spaces and the buildings or other structures that enclose them.
- **Undesignated seating/viewing areas:** an event where viewing areas and seating are not officially appointed or specified to attendees.
- **Venue:** locations at which festival and event organisers deliver events. These could be indoors or outdoors under the direct control of the event organisers or a separate management structure and team.
- **Venue Management:** the organisation directly responsible for the management of venues where activities may take place; this includes responsibility for health and safety, licensing, legal compliance, etc. Distinction should be made between the management of the venue, the owner of the venue, or the management of the production that takes place in a venue. Duties of venue management will differ depending on the specific circumstances and corporate structure.
- **Workers:** anyone working on an event, whether that be direct employees, freelance suppliers, artists, performers, suppliers, contractors, agency workers, specialist workers (such as riggers), seasonal workers, volunteers, catering and cleaning staff, and staff on zero-hours contracts.
- **Workplace:** location(s) at which festival and event organisers will plan, prepare and deliver events, recognising these could be different fixed and temporary locations at each stage of delivery, and that these could be indoors or outdoors.
- **Zone Ex:** Zone Ex, the external zone, sometimes referred to as the 'last mile', is in the public domain and should be considered to encompass the main pedestrian and vehicle routes leading to the venue from public car parks, local train stations, bus stops, etc. It is the area outside the controlled environment.

Chapter 1. INTRODUCTION

The novel Coronavirus pandemic Covid-19 presents significant challenges to society at large indiscriminately impacting all aspects of social behaviour and activity. In Ireland as elsewhere the Arts, Culture and Entertainment sector has been adversely affected. The Government of Ireland National Policy '*Reframing the challenge Continuing our Recovery and Reconnecting*' published in August 2021 outlines the shift in public health management of COVID-19 in Ireland as it transitions from a focus on regulation and population wide restrictions to an emphasis on public health advice to support informed personal judgement and personal protective behaviours.

Prior to the sector resuming activities the providers, venues, event planners, businesses, arts and entertainment professionals and operators will need to review how they work and employ new practices and procedures to ensure everyone stays safe. The Arts Council is working to support stakeholders as the sector moves to establish a 'reset' approach to planning the reopening of activities and events informed by public health advice in compliance with Government guidelines as activities resume.

Please note that for the purpose of this Covid-19 Guidance for the Arts Sector (as set out in Part 1) the term '**Event'** is defined as: *organised gatherings or activities of limited duration that bring people together for the primary purpose of participating in a community, cultural, commemorative, recreational, art or entertainment experience. This includes festivals.* **Note:** gatherings related to sports/physical activity should refer to the relevant guidelines developed by the relevant statutory bodies.

In addition to Covid-19 Guidance for the Arts Sector, Additional Guidance is available for Young People, Children and Education (YPCE) and for Festivals HERE.

Information on the Safe Creation and Staging of Work is also available.

See illustration below.

Safe Creation
and Staging

Festivals

Covid-19
Guidance for
the Arts Sector

YPCE

Arts Centres
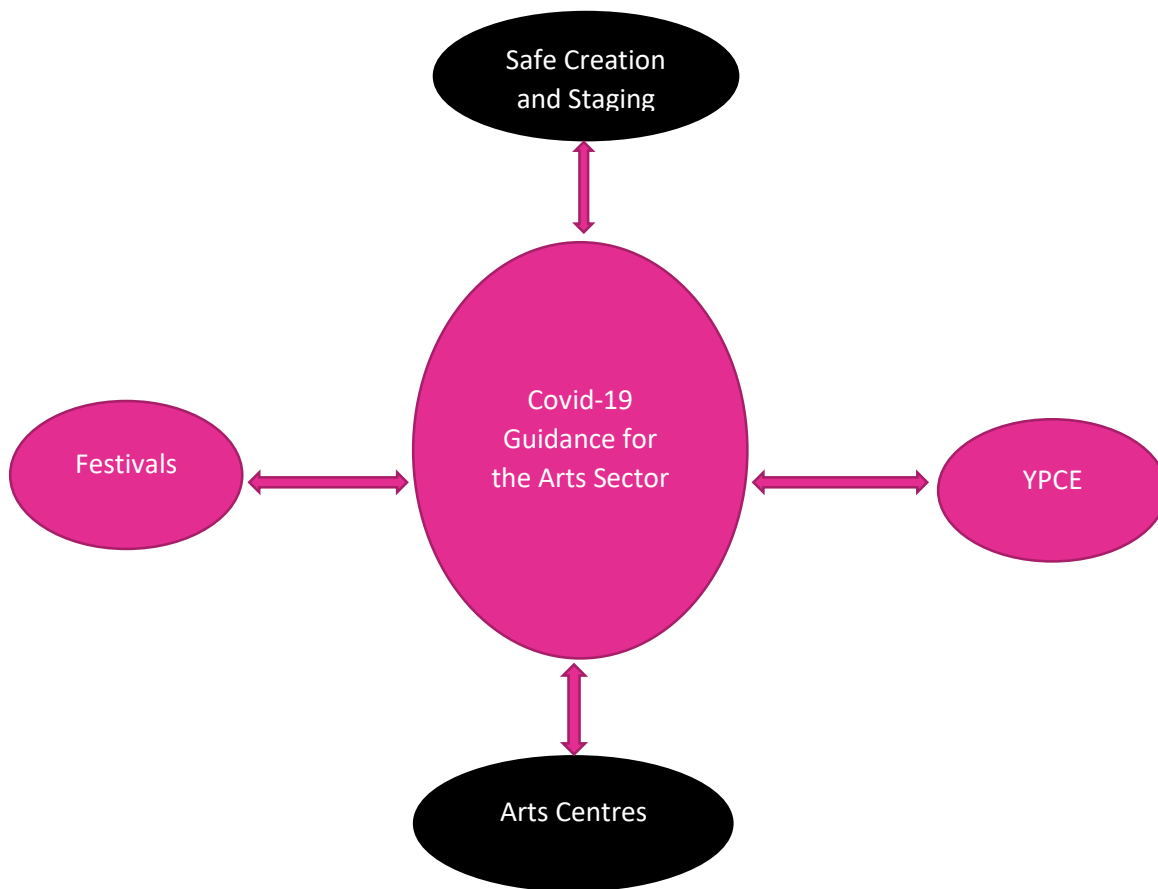
This guidance document aims to provide a concise resource to up to date information on current guidelines available from the Government of Ireland, the Health Service Executive, the Health and Safety Authority, the Health Protection Surveillance Centre and the Department of Trade Enterprise and Employment (DETE). Additional information is respectively accessible at

- **www.gov.ie**
- **www.hse.ie**
- **www.hsa.ie**
- **www.hpsc.ie**
- **www.enterprise.gov.ie**
- RCPI » National Immunisation Advisory Committee
- NIAC and COVID-19 Vaccine - RCPI
- https://www2.hse.ie/covid-19-vaccine/

It is important to remember that guidelines are subject to change based on Government decisions and the latest Public Health Advice. In this regard the Government of Ireland roadmap outlined in _COVID-19 Resilience and Recovery 2021-The Path Ahead_, and updated in Reframing the Challenge,

Continuing Our Recovery and Reconnecting in conjunction with the ongoing successful national HSE vaccination programme, will support the transition to the future state of managing COVID-19.

Updates to this guidance document will be provided in a timely manner to reflect Government and Public Health advice and related regulations. A summary of any changes will be presented in tandem with an outline of revision history, at the beginning of each revised version of this living document.

NOTE:

It is important that the country continues a layered approach to protecting us from COVID-19. Non-pharmaceutical interventions such as face coverings, physical distancing, good ventilation, and hand hygiene keep us safe.

Vaccinations protect us, and each other especially those most vulnerable in our society. The HSE is continuing the rollout of COVID-19 vaccines in Ireland, bringing hope to our communities and offering us protection from COVID-19. Getting vaccinated protects our families and our communities as our country continues to reopen. It is important to access information on vaccines from trusted sources such as our General Practitioners and the HSE. The more people that are protected from COVID-19, the better it is for all of us. (NIAC and COVID-19 Vaccine - RCPI)

Testing and contact tracing identifies those that are infected or at risk of getting infected. PCR testing is the gold standard diagnostic test. PCR testing should always be used if anyone has symptoms of COVID-19 and testing can be accessed through www.hse.ie Rapid antigen testing is an additional tool and not a substitution for existing public health measures. Rapid antigen testing can be self-administered and has a rapid turnaround time. The HSE is undertaking pilot antigen testing programmes at present to learn more about their potential use as an additional tool to protect us.

It is important that everyone continues to follow all the public health advice as our country continues to reopen safely and sustainably.

Disclaimer

The information contained within these operational re-opening guidelines can change from time to time. It must not by itself be relied upon in determining obligations or other decisions. Users of this document must independently verify any information on which they wish to rely. It is expected that all business owners and management will have familiarised themselves with the Work Safely Protocol prior to re-opening and implemented all relevant requirements. The Arts Council has included relevant guidelines developed by Fáilte Ireland where appropriate. The Arts Council and Fáilte Ireland and, their servants or agents, do not assume legal or other liability for any inaccuracy, mistake, misstatement, or any other error of whatsoever nature contained herein. The Arts Council and Fáilte Ireland hereby formally disclaim liability in respect of such aforesaid matters. The information accessible in this document has been compiled from many sources that are not controlled by the Arts Council and Fáilte Ireland. While all reasonable care has been taken in the compilation and publication of the contents of this document, the Arts Council and Fáilte Ireland makes no representations or warranties, whether express or implied, as to the accuracy or suitability

1.1. What is COVID-19?

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by a recently discovered coronavirus SARSCoV-2. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems, such as cardiovascular disease, diabetes, chronic respiratory disease and cancer, are more likely to develop serious illness.

How does it spread?

The most common way you can get COVID-19 is by coming into close contact with someone who has the virus.

It can also spread through airborne transmission by way of tiny particles known as aerosols, and through infected surfaces when someone who has the virus sneezes or coughs droplets onto surfaces around them. Poor ventilation and crowded spaces are contributing factors to spread of the virus.

People may also become infected by touching surfaces that have been contaminated by the virus when touching their eyes, nose or mouth without cleaning their hands.

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues, customers, or others at the workplace. It is also a crucial step in preventing a workplace outbreak from moving into the wider community and to prevent cases in the community contributing to a workplace outbreak. It is important to note that you can avail of a free COVID-19 (coronavirus) test at a COVID-19 walk-in test centre, even if you do not have any symptoms. Details in relation to walk-in test centre can be found at HSE COVID-19 test centres - HSE.ie

Common symptoms of COVID-19 include:

- A fever (high temperature – i.e. 38 degrees Celsius or above).
- A new cough – this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.
- Loss or change to your sense of smell or taste – this means you've noticed you can't smell or taste anything, or things smell or taste differently than usual.

1.2 National Framework for Living with Covid -19

The government's *COVID-19 Resilience and Recovery 2021-The Path Ahead* framework for restrictive measures is a risk-management strategy enacted in February 2021. Following on from *Resilience and Recovery 2020–2021: Plan for Living with COVID-19*, it was designed to allow individuals, families, businesses and services better understand, anticipate and prepare for the measures the government may have been required to introduce to stop escalation of the transmission of the disease.

The government have now agreed Ireland's plan for the next phase of our response to the COVID-19 pandemic, COVID-19*: Reframing the Challenge, Continuing Our Recovery and Reconnecting*. The new policy Informed by the results of the efforts of the Irish people and the progress of the HSE Vaccination Programme, has supported a possible transition to a change in our approach to the ongoing management of the COVID-19 pandemic.

Over 88% of the population over 18 are fully vaccinated, with almost 92% of adults (aged 18 and over) having received at least one dose. Subject to the continuation of this progress, we will enter the next phase on 22 October, and it is likely to last until at least next spring 2022.

This phase will see the majority of restrictions lifted and replaced by guidance and advice to enable us to work together to protect ourselves and to live our lives to the fullest extent possible. We will need to continue to monitor the ongoing risk from the disease and take steps individually and collectively in our everyday lives to keep this risk under control.

The government has agreed that during the interim period between 1 September and 22 October, we will continue our careful and gradual approach to reopening, while supporting maximum reach of the vaccine programme and allowing time to achieve the full benefits for all those currently being vaccinated.

SECTION SUMMARY

The Arts Council , Fáilte Ireland and other stakeholders have come together in partnership to develop guidelines in line with the government's *COVID-19 Resilience and Recovery 2021-The Path Ahead* and updated in Reframing the Challenge, Continuing Our Recovery and Reconnecting to assist the sector to mitigate the risk of the transmission of COVID-19 at events and activities, to rebuild confidence and trust among employers, workers and attendees, and to determine required actions by undertaking an appropriate COVID-19 risk assessment, in addition to existing health-and-safety hazard assessment.

These guidelines have been created in line with the government's guidelines referred to above and are underpinned by advice made available from the Health and Safety Authority (HSA), Health Service Executive (HSE), World Health Organisation (WHO) and other relevant bodies.

Event and activity organisers must also follow the Department of Enterprise, Trade and Employment's *Work Safely Protocol*. It is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. Event and activity organisers must familiarise themselves with the latest guidelines from the following sources:

- Health Service Executive
- Health and Safety Authority
- World Health Organisation
- Government of Ireland
- RCPI » National Immunisation Advisory Committee

A COVID-19 Response Plan should be treated as supplementary to existing operational plans of organisers. It is not intended as a replacement for pre-COVID-19 operational plans, event management and/or festival safety and operational planning.

NOTE: As part of the gradual reopening phase throughout September and October, outlined in *Reframing the Challenge, Continuing Our Recovery and Reconnecting,* the government also agreed to the transitioning of the public health response and governance arrangements out of emergency response mode, the maintenance of a robust ongoing public health response, including a vaccine booster programme and economic measures including the targeting of supports and the return to work places.

Measures that will continue to remain in place include self-isolation when we have symptoms, mask wearing in healthcare settings, indoor retail and on public transport.

Chapter 2. OVERVIEW OF CURRENT GOVERNMENT GUIDELINES:

On the 31st of August 2021 the Government published [Reframing the Challenge, Continuing Our Recovery and Reconnecting](). This plan sets out the public health restrictions that will be eased in the coming months, in particular during September and October. Returning to the workplace for specific business requirements can commence on a phased and staggered attendance basis from **20th September**. As Government continue to remove restrictions as the successful vaccination programme continues to progress, an initial transition will commence during September in line with previous gradual and careful re-opening; with a substantive lifting of restrictions on 22nd October (i.e. regulation and population wide restrictions). The specific phasing and timelines throughout September and October outlined in [Reframing the Challenge, Continuing Our Recovery and Reconnecting]() are set out in **Diagrams 1.;2.;3. and 4**. below.

The health and safety of employees, participants and spectators is the number one priority for the owners and management of the event/activity. All individuals will need to continue to monitor the ongoing risk from the disease and take personal responsibility as they take steps individually and collectively in their everyday lives to keep this risk under control.

Government decided to move from a model of regulatory restrictions to a system based on personal responsibility. As such, it is essential that each employee, participant, spectator and parent (where relevant) take every opportunity to adhere to the recommended infection prevention control measures and to minimize the transmission of the virus.

In summary:

• Public Transport: Return to 100% capacity from 1st September

• From 6th September, some easing of restrictions on organised indoor and outdoor events / mass gatherings

• From 20th September, some easing of restrictions for indoor and outdoor group activities (sports, arts classes, culture, dance classes, dance, etc)

• Return to work may commence on a phased and staggered attendance basis during September – Work Safely Protocol to be reviewed in that context.

Based on the criteria of at or close to 90% of people 16 or over being fully vaccinated in the coming weeks and having regard to the incidence and behaviour of the disease at that time, the Government will remove further statutory restrictions in respect of events and activities from 22nd of October.

Departments and Agencies will work with relevant sectors to review and align sector specific guidance, protocols and plans such that they are appropriate to the transition in approach to the public health management of COVID-19.

ORGANISED INDOOR AND OUTDOOR EVENTS / MASS GATHERINGS

In advance of meeting transitioning criteria in mid-October, it is proposed that organised indoor and outdoor events (concerts, shows, fairs, exhibitions, etc.) can take place with capacity limits depending on the venue and vaccinated status of patrons, in line with sectoral guidance, as follows:

Diagram1. **Government Guidelines From 6th September 2021**

From 6th September organised indoor and outdoor events / mass gatherings		
	Patrons with proof of immunity (vaccinated or recovered)	**Mixed Patrons (with and without proof of immunity)**
Indoor	Up to 60% capacity with appropriate protective measures	No change
Outdoor	Up to 75% capacity with appropriate protective measures	Up to 50% (subject to appropriate protective measures including social distancing between groups, face masks etc.)
Religious Services	Attendance at religious services up to 50% (subject to appropriate protective measures including social distancing between groups, face masks etc.).	
Coach Tours		**Coach tour** activity can recommence at 75% capacity with protective factors.

Explanatory Notes:
- ✓ **Indoor Events/Mass Gatherings** includes Conferences, Trade Fairs and Exhibitions & large-scale business events involving external audiences, Cinemas, Theatres, and Bingo venues. Specific arrangements in respect of cinema and theatre attendance for mixed patrons will continue to apply i.e. up to 50 people with appropriate social distancing.
- ✓ For indoor live music, drama, live entertainment, and sporting events audience/spectators should be fully seated.
- ✓ Easing of capacity limit restrictions does not apply to large privately organised social events. Specific arrangements in respect of Weddings continue to apply (i.e. up to 100 guests can attend a wedding).
- ✓ No further changes are proposed to the current arrangements in respect of the hospitality sector until the final transition point is reached. However, live music in these settings and at weddings may commence having regard to appropriate protective factors including social

distancing, ventilation and volume levels. Arrangements must have regard to the risk of shouting, singing and loud noise all of which have been shown to significantly aid the spread of the Covid-19 disease.

✓ In line with arrangements for the hospitality sector, children under 18 who are accompanying adults in these venues do not need proof of vaccination or recovery

✓ In all sectors, organisers should demonstrate full understanding of and adherence to best practice protective measures which should continue to apply, within these capacity limits and have COVID plans for events.

From 20th September Organised indoor and outdoor group activities (sports, arts, culture, dance classes etc.) can take place with capacity limits depending on the venue and vaccinated status of patrons, in line with sectoral guidance, as follows:

Diagram 2. From 20th September Organised Indoor and Outdoor Group Activities

From 20th September indoor and outdoor group activities (sports, arts, culture, dance classes etc.)		
	Patrons with proof of immunity (vaccinated or recovered)	**Mixed Patrons (with and without proof of immunity)**
Indoor	Up to 100 (with appropriate protective measures)	Pods of up to 6 participants will be permitted (excluding adult leaders/teachers). Multiple pods will be permissible subject to protective measures. Number of pods will have regard to the size of venue and substantial social distance between individual pods or 2m distancing between individual participants in classes, face masks where appropriate, well ventilated spaces etc.).
Outdoor	Restrictions on outdoor activities included below are removed	

Explanatory Notes:

Social Activities includes:

✓ Sports – exercise classes, competitive training and matches – **capacity limits refer to participants. Spectator attendance (indoor/outdoor) in line with the regulations for organised events.**

✓ Arts, culture, drama, music and dance classes and group activities Choirs/Bands/Music Groups.

✓ Business training and meetings.

✓ Adult education classes and activities in libraries

✓ Community activities e.g. men's sheds, other children and youth activities, parent/toddler groups, chess/ bridge clubs, resident association activities

✓ Leisure facilities where patrons have defined areas which are pre-booked (bowling, snooker halls, indoor play centres) amusement arcades

> **HPSC "Checklist" for reopening provides useful guidance for indoor activities and for performance and practice by choirs and musical ensembles given specific risks associated with spread of COVID-19 of some of these activities.**

Government Departments will work with relevant sectors to review and align sector-specific guidance, protocols and plans such that they are appropriate to the transition in approach to the public health management of COVID-19.

RETURN TO WORKPLACES

Employers should develop or finalise their long-term blended working and return to work policy and plans having regard to their operational requirements in line with the public health advice. Attendance at work for specific business requirements may commence on a phased and staggered attendance basis from 20th of September.
 The Government will also continue to work closely with Employers and Trade Unions, building on the collaborative approach to developing the LEEF Return to Work Safely Protocol, to ensure appropriate guidance is provided for the next phase of reopening including the return to offices. The Protocol will be further updated to support this transition back to the workplace in advance of the 20th of September.

PUBLIC TRANSPORT

Return to 100% capacity from 1st September. Persons using public transport must wear a face covering, unless exempt. Businesses should facilitate staggered working arrangements to allow staff change their travel patterns to less busy times where possible

PUBLIC HEALTH ADVICE

Government will continue to review the public health advice and measures applying to those travelling to Ireland and will further examine how Rapid Antigen Detection Testing might be utilised in place of pre-departure RT-PCR COVID-19 test for those who do not have proof of vaccination or recovery

A Cross-Government Health and Well-being Programme will be developed to proactively support people to "reconnect" socially with family and their communities, to ensure individuals have the confidence and support to recommence old habits or continue new positive habits and that the solidarity shown during restrictions persists through the transition.

Diagram 3. **Ongoing General Requirements**

ONGOING GENERAL REQUIREMENTS		
Self-Isolation/Restricted Movements Continuing requirement for: • Those with symptoms to immediately self-isolate and seek a test. • Those with a positive test result to self-isolate for 10 days. Close contacts of a confirmed case to restrict movements unless fully vaccinated. • Increasing proportion of those identified as close contacts (with no symptoms) will not have to restrict movements as fully vaccinated rates increase.	**Physical Distancing** • Maintenance of physical distancing requirements for all people in all public settings in line with agreed capacity limits. • Those awaiting full vaccination should continue to maintain physical distancing in private settings and should avoid mixing indoors with more than one other household at a time • No requirement for physical distancing between fully vaccinated people in private settings.	**Masks** • Continued application of current mask wearing requirements • No requirement for mask wearing between fully vaccinated people in private settings
Ventilation: Ventilation will remain a core component of our COVID-19 response. • The HSA has published a new COVID-19 Work Safely Protocol employer checklist on ventilation Work Safely Protocol • HSE/HPSC have updated guidance, including for non-healthcare settings, to include appropriate references to ventilation and extensive work is taking place with IPC teams on implementation and stakeholder engagement. • While existing guidelines for healthcare facility buildings emphasise the need for adequate space and the move to single-occupancy patient rooms, temporary risk mitigation measures to ensure adequate ventilation to the greatest degree practical may be required in high-risk environments pending new building or refurbishments. • Departments/Agencies should continue to review communications on ventilation to ensure appropriate messaging, advice and guidance in relation to ventilation is available and accessible • Non-healthcare facilities that serve as a base for critical services that must operate through a public health emergency will need to consider design and build for adequate space and ventilation and segregation of indoor air space. This will be less critical for facilities that house services that do not need to operate during a public health emergency or that can operate remote from their core facility during a public health emergency		

ONGOING REQUIREMENTS FOR NON-PHARMACEUTICAL INTERVENTIONS

Throughout the pandemic we have relied on a combination of measures including:

Mask wearing; physical distancing, hand and respiratory hygiene, improved ventilation, self-isolation, infection prevention and control, an emphasis on outdoors over indoors, testing and contact tracing, border controls and a range of domestic restrictive measures to suppress transmission.

<u>Measures that will remain in place will include:</u>

Self-Isolation/Restricted Movements

• Appropriate self-isolation of anyone with symptoms and anyone receiving a positive test result will remain an essential component of our response

• Ongoing review of guidance in relation to close contacts.

Physical Distancing

• Appropriate physical distancing requirements and visiting guidance in individual healthcare institutions and facilities based on local risk assessment and advice from infection prevention and control teams

Masks

• Individual efforts to wear masks based on individual risk assessment will remain an important component of our collective response to COVID-19

• Continued application of current mask wearing requirements will continue in healthcare settings, indoor retail and on public transport.

• Facemasks may continue to be needed to be worn in certain environments as part of sector specific measures to ensure a safe environment.

• Formal requirements for mask wearing outdoors and in indoor private settings will be removed.

Diagram 4. REMOVAL OF RESTRICTIONS FROM 22nd OCTOBER

REMOVAL OF RESTRICTIONS FROM 22nd OCTOBER
While those who have not been fully vaccinated should avoid or exercise very high levels of caution in high-risk environments, the following measures will be removed;
• Formal requirements/mandates for physical distancing • Formal requirements/mandates for mask wearing outdoors and in indoor private settings • Limits on numbers that can meet in private homes/gardens • Limits on numbers at outdoor events and engaging in sporting activities outdoors • Restrictions on indoor sports activities and other indoor leisure/community activities • Restrictions on religious or civil ceremonies • Certification of immunity or testing as a prerequisite for access to, or engagement in, any activities or events (with exception of international travel) • Restrictions on high-risk activities (i.e. nightclubs) • Requirement to **work from home** allowing a return to physical attendance in workplaces on a phased and cautious basis appropriate to each sector **N.B**. **In addition**, each sector should review and align sector-specific guidance and protocols such that they are appropriate to the transition in approach to the public health management of COVID-19.
Based on the criteria of at or close to 90% of people 16 or over being fully vaccinated in the coming weeks, and having regard to the incidence and behaviour of the disease at that time, the Government will remove further statutory restrictions in respect of events and activities from 22nd of October. While vaccination is now our most important and effective measure, there will continue to be a need for some measures and a layered approach to the application of these measures to reduce the risk of transmission.

Chapter 3. PREPARATION

3.1. Covid Response Planning

> **NOTE 1:** The term **'event'** is defined in the Glossary above and is accompanied by a note on activities to reflect the most recent Government Guidelines.
>
> **NOTE 2:** gatherings related to sports/physical activity should refer to the relevant guidelines developed by the relevant statutory bodies.

All event organisers must develop and prepare a written COVID-19 Response Plan. The COVID-19 Response Plan will help to clarify what is required to mitigate against the threat of COVID-19, and give workers, participants, performers and support attendee confidence and safety concerns in attending live events.

It details the policies and procedures necessary for the event organiser to comply with recommended government guidance and public-health advice and to prevent the spread of COVID-19 in the workplace. The COVID-19 Response Plan should feed into the organisation's existing health-and-safety documentation.

In developing their COVID-19 Response Plan, the first step is for the organiser of the event must take is to familiarise themselves with the latest guidelines. Information from these sources will assist in developing their COVID-19 Response Plan for implementation before, during and after an event or/and following a resumption of a performance. As part of the COVID-19 Response Plan, event organisers should:

Complete a COVID-19 risk assessment: to identify what operational changes need to be made in the organisation to prevent the spread of COVID-19. This should include an occupational health-and-safety risk assessment and event-specific risk assessment. See Chapter 4 of this document for further guidance on Covid-19 risk assessment.

- **Appoint a COVID-19 Compliance Team and a Covid-19 Lead Person/Officer:** event organisers should appoint a suitably trained or experienced individual (or individuals) to develop and manage their COVID-19 Response Plan and ensure compliance with all elements of the plan. The person(s) undertaking the role must receive the necessary training and have a structured framework to follow within the organisation to be effective in preventing the spread of the virus.

- **Develop and implement Infection Prevention and Control Measures (IPCM):** based on the risk assessments, control measures can be put in place that are considered reasonably practicable to reduce the risk of transmission completely or to a tolerable or acceptable level. The management and implementation of control measures will determine if the event can be considered a 'controlled environment' as defined in *COVID-19 Resilience and Recovery 2021-The Path Ahead* and updated in Reframing the Challenge, Continuing Our Recovery and Reconnecting. IPCMs outlined in the *Work Safely Protocol* include:
    1. Ventilation
    2. Hand hygiene

3. Respiratory hygiene
4. Physical distancing
5. Pre-return-to-work measures
6. Cleaning
7. Customer-facing roles

- **Develop a response plan for a suspected COVID-19 case:** event organisers must develop a COVID-19 Response Plan detailing their response to a suspected COVID-19 case for workers, participants, performers and attendees.

- **Develop a communication plan:** to inform workers, participants, performers, and attendees of what is changing, what is needed of them, and how they are expected to act and behave. A robust communication plan is essential for achieving compliance by workers, participants, performers, and attendees. Where possible and practical all available means of communication should be used before, during and after an event, including ticketing platforms, social media, and websites, as well as signage, public-address systems, and electronic displays in and around the venue.

- **Review and update the event organiser's health-and-safety documentation:** to define and note what is changing as a result of COVID-19 prevention measures. A number of activities will require review, including workflows, operations, etc.

- **Review and update the event operational procedures (SOP/EMP):** standard operating procedures should be reviewed and updated, where necessary, to include COVID-19 mitigating measures. The Event Management Plan should be augmented to include the COVID-19 risk assessment, updates to the roles and responsibilities of personnel, and any relevant COVID-19 control measures to be put in place. Documents such as medical and stewarding plans should also be updated. The *Dublin City Council Event Guidance Booklet* is a useful resource for event planning.

- **Monitor and review:** the plan must be reviewed regularly and amended as new regulations, guidelines and procedures come into force. This may happen throughout the planning stages right up to the event date. It is therefore important to have contingency plans in place in case there are unexpected changes. Experience and feedback will inform how appropriate and effective the plan is.

  A collaborative approach to the implementation of the plan is essential to achieve success and compliance.

  Event organisers should ensure those responsible for health and safety have the skills, training and knowledge to understand the risks associated with COVID-19. Where companies and their workforce do not have access to these skills in-house, they should explore external support options to put in place appropriate mitigation measures.

3.2 Health and Safety Documentation

Prior to arts and culture providers resuming services, all existing occupational health-and-safety obligations and documentation should be reviewed to ensure they are aligned with the measures outlined in the national framework *COVID-19 Resilience and Recovery 2021: The Path Ahead* and Reframing the Challenge, Continuing Our Recovery and Reconnecting, government guidance with respect to COVID-19.

Arts and culture providers should review the following compliance documents:

- **Insurance**

    Before continuing activities, arts and culture providers are advised to contact their insurance broker or insurance advisor for direction.

- **Safety Statement**

    It is advised that arts and culture providers review their safety statement and associated risk assessments, taking into consideration COVID-19 risks and mitigating measures.

- **Risk Assessments**

    Risk assessments for all arts and culture services and activities should be reviewed to address the risks associated with COVID-19, and appropriate control measures should be implemented.

- **Training**

    Updates to safety and health plans, safety statement and other relevant documents will have to be communicated to all workers. All workers must complete a COVID-19 induction training before returning to work. The National Youth Council of Ireland induction is provided as an example and is available HERE.

- **Safeguarding Policies**

    Safeguarding policies and procedures should be reviewed and updated to address COVID-19 if necessary. Current measures must not be adversely affected as a result of COVID-19 control measures. Organisations should bear in mind that existing safeguarding provisions will continue to apply to all workplaces, including when operating online.

    It is also important that organisations maintain safe use of the Internet during distance learning and assist parents and guardians to be aware of their role. Organisations may wish to review their social-media policy so that it contains some guidance on remote or distance-learning activities.

    For further guidance on child-protection policies and safeguarding, see resources available at TUSLA, the National Youth Council of Ireland, the Arts Council and the Irish Association of Youth Orchestras.

 Artists and their teams also have a responsibility to follow all necessary guidelines and procedures that have been put in place at the event to protect against the spread of COVID-19.

Recently published guidelines 'COVID 19 GUIDELINES FOR EVENT ORGANISERS AND VENUE MANAGEMENT FOR A RETURN TO PUBLIC EVENTS' Download (assets.gov.ie) recommend:

- Organisers should discuss this with performers in advance to ensure they are not encouraging attendees to breach event protocols and/or increase the risk of the spread of the virus through their actions (i.e. loud chanting/singing, social distancing).
- Organisers should request that artists and performers prepare a COVID-19 risk assessment and plan for their performance. Alternatively, organisers may include the performance in the event COVID-19 plan and risk assessment.
- Artist and performers should nominate a representative to liaise with the organiser's compliance team and ensure compliance performance and event IPCMs.
- Organisers should also ensure that artists, performers, and entertainers are aware the events IPCMs and of their role in providing a COVID-safe event by complying with physical

distancing and hygiene protocols. This includes safeguarding the welfare of their colleagues and patrons of the event at which they are working.

Further information can be accessed at www.gov.ie , www.hse.ie , www.hpsc.ie, www.hsa.ie, www.artscouncil.ie, www.failteireland.ie

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SECTION SUMMARY

Before your event ensure that your venue and operators have completed the following requirement:

- Developed a business Covid-19 Response plan.
- Appointed a Covid-19 Compliance Manager and a Covid-19 response Team.
- Nominated a lead Covid-19 Staff representative.
- Updated your Occupational health and safety risk assessment and safety statement.
- Implemented your Covid-19 safe operating procedures and control measures as outlined in your risk assessment and check lists.
- Communicated your plan to all staff, received their **Return to Work Form** forms and provided appropriate training.
- All Event and Venue Management are expected to have implemented the guidance outlined in the Work Safely Protocol for Employers and Workers.
- Ensure ventilation measures are addressed. See Appendix 3.

Chapter 4. CONSIDERING THE RISKS

4.1. Risk of Transmission

Risk assessments must be conducted as part of safety planning for all festivals and events. The risk assessments for each festival and event now need to take account the risk of transmission of COVID-19. Event organisers must identify hazards that present a risk of the spread of infection between persons, taking into consideration both workers and attendees. A risk assessment must be carried out for every separate event if there are a number of events within a programme offering e.g. Festival Programmes.

Vaccination

The objective of the COVID-19 vaccination programme is to ensure equitable access to a safe and effective vaccine with the goals of limiting morbidity (sickness) and mortality (death) from COVID-19, protecting each other and our healthcare capacity and enabling social and economic activity to recommence. It is important to access trusted sources of information on vaccines such as your general practitioner or the HSE. The HSE provides the most up-to-date guidelines for vaccination https://www.hse.ie/eng/health/immunisation/hcpinfo/guidelines/covid19.pdf

The European Medicines Agency (EMA) has approved two vaccines for use in children aged 12-15 – Pfizer/BioNTech (Comirnaty®) and Moderna (Spikevax®). These vaccines have met the rigorous safety, quality and effectiveness standards required for vaccine approval. The National Immunisation Advisory Committee has reviewed the evidence and recommended these vaccines for people aged 12 years and older. The rationale for use in younger age groups is to reduce the rare risk of severe disease, maintain access to educational opportunities, facilitate psychosocial development and prevent the spread to others.

Vaccination rollout for children and young people over the age of 12 began in summer 2021. Pfizer/BioNTech vaccine is offered to all children aged 12 to 15. The HSE particularly recommend that children in this age group get vaccinated if they:

- have a health condition that puts them at higher risk of severe illness from COVID-19

- lives with someone who is at higher risk of COVID-19

The HSE provides further advice in regard to Protecting Children accessible at https://www2.hse.ie/conditions/covid19/preventing-the-spread/protecting-your-child/

Details on the vaccination programme for children and young people are available from the HSE
https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/prog1215/faq1215/

https://www.hse.ie/eng/health/immunisation/hcpinfo/covid19vaccineinfo4hps/guidance-on-consent-for-vaccination-16-17-years.pdf

Factors to consider when carrying out the risk assessment for COVID-19 transmission include:

- The length of an activity.
- The numbers involved in an activity.
- Whether direct contact is part of an activity.
- Whether close proximity is part of an activity.
- Contact-group characteristics (e.g. family group, same households, pods).
- The environment in which an activity occurs (e.g. outdoors versus indoors).
- Event or work takes place in poorly ventilated spaces
- Any audience involvement considering sing along or call and response type audience engagement
- The vaccination status of individuals where relevant.

Event organisers should also consider **transmission routes**:

- Airborne
- Surface contact
- Personal physical contact (e.g. handshakes)
- Ventilation measures. See Appendix 3.

The key principles for preventing the spread of COVID-19 involve:

- Limiting potential contact with the virus so it cannot pass from one person to another.
- Containment of the virus to reduce the number of persons it can be transmitted to.
- Contact tracing for early intervention.

Based on the risk assessment, measures can be put in place that are considered reasonably practicable for mitigating or eliminating the hazards. The objective is to reduce risk completely or to a tolerable or acceptable level. This document sets out control measures that should be considered to help mitigate or eliminate the risk of spreading COVID-19 in the workplace and at the event.

4.2 Areas to consider for indoor and outdoor event venues include:

- Gallery and exhibition areas
- Auditorium/theatre
- Dressing rooms
- Stages and performance areas
- Backstage
- Studios
- Workshops receiving members of the public
- Offices
- Welfare/kitchens and catering
- Rehearsal area
- Foyers, front of house and outside the venue
- Bars, cafés, concessions
- Toilets
- Lifts, staircases
- Toilets, showers, hand-washing facilities (both temporary and permanent)
- Portacabins

Key factors for consideration when deciding to host an event and undertake a risk assessment:
This is not an exhaustive list.

- **Events taking place indoors or outdoors**

Generally, there is a lower risk of transmission when outdoors compared to when indoors. This is likely to have an impact on which mitigation measures are appropriate. Where a festival/event has the potential to attract large numbers of people, including passers-by or other members of the general public, festival/event organisers are responsible for implementing measures to limit the number of people in the area in accordance with the framework restrictions and physical-distancing requirements.

Further information on Live Entertainment can be found at [Download (assets.gov.ie)](#) and on the Sing Ireland website [HERE](#)

- **If an event can take place behind closed doors, online, streamed or broadcast-only basis**

This will limit the number of people present, lowering the risk of transmission, and may make it easier to ensure physical distancing. Putting appropriate measures in place to protect the workforce will still be important.

- **Outdoor seated live events** (for further information on live events [please follow (assets.gov.ie)](#)

It is advised that attendees have allocated seats for the duration of the event – either physical seats or marked areas on the ground which attendees must sit within. Examples include plays, comedy shows, opera and other live music with allocated outdoor seated areas Attendees must be able to enter and exit the event at fixed points only so that numbers can be controlled in line with relevant government guidelines and contact details collected. Event organisers should ensure that attendees do not congregate in certain areas (such as toilets, entry/exit or refreshment points) which could make physical distancing difficult. Event organisers should, where possible, distance temporary services such as toilets (portaloos), hand-sanitising/washing stations so as to encourage physical distancing in queues. Capacity should be calculated based on ensuring current public-health advice with respect to physical distancing relative to the maximum number of attendees allowed, as per government restrictions, at any one time.

- **Outdoor designated-standing live events**

Events that involve attendees standing in a more limited space than open spaces, with a clear focal point (or points). This could include standing around a stage or viewpoint. Event organisers must ensure that standing areas allow for physical distancing to be practised. It is advised that attendees have allocated standing areas for the duration of the event – either marked areas on the ground that attendees must stay within or barrier systems. Examples would include music concerts. Attendees must be able to enter and exit the event at fixed points only so that numbers can be controlled and contact details collected. Event organisers should also remain aware of the potential risk of people/passers-by gathering on the perimeter of an outdoor event to try to watch it (ambient crowd) and to consider how this will be addressed.

- **Undesignated standing live events**

Events that involve attendees standing or moving through an event venue without a clear focal point (or points). This could include where attendees move between different areas – e.g. different stalls, exhibits, attractions or activities. Attendees must be able to enter and exit the event at fixed points

only so that numbers can be controlled and contact details collected. Undesignated seating or standing events are subject to greater restrictions with respect to maximum capacities. See the government's *COVID-19 Resilience and Recovery 2021-The Path Ahead* framework and Reframing the Challenge, Continuing Our Recovery and Reconnecting for further details.

- **Crowd density**

Event organisers should ensure that the capacity of attendees has been calculated to allow physical distancing at all times. This will be affected by the layout of the venue. For some events more space may be needed for queuing, internally and externally. Pinch points – such as entry, exit, stairs, escalators, toilets and refreshment/concession areas – should all be considered to ensure distancing can be maintained. For some venues this may mean closing roads or pavements, which will require permission from the local authority. The time taken to enter the venue should be considered and built into a communication plan. See **Section 8.4** for further details on physical distancing and capacity analysis.

- **Travel: local, national and international**

Events that involve workers or attendees travelling nationally and internationally are likely to carry a higher risk of transmission than events where workers and attendees are from the local area. Travelling short distances by walking, cycling or driving is likely to be lower risk than traveling by public transport.

- **Location**

Having a large number of people travel to a rural or island location for an event may place a strain on local public services, including the HSE, in the event of a COVID-19 outbreak. Event organisers should consider local community impact when planning their event.

- **Stakeholders**

Event organisers should consult with local authorities, local health-protection teams and other local public services as appropriate when planning events. Event organisers may wish to involve local communities to ensure they have an understanding of safety measures that will be in place for the event.

- **Characteristics of attendees**

Certain groups are at higher risk from COVID-19, and event organisers should consider whether their likely audience is a group at higher risk from COVID-19 and if additional measures are required. See the HSE's People at Higher Risk from COVID-19.

A crowd risk assessment should also be undertaken to consider the likely behaviour of the audience with regard to successful Covid19 engagement, this may include:

- audience demographic - Young/old, male/female, disability, vulnerable groups, families etc.

- event history

- event type - out doors/indoors, seated/standing, music type, event format, location (including transportation)

- performer/artist, profile and risk assessment - High energy/low energy, audience response (dancing/crowd migration etc.)

- Alcohol / drugs / antisocial activity

Underage events will require additional consideration with respect to parent and guardian drop off and collection of attendees.

- **Duration of event**

Longer – e.g. multi-day events with overnight stays – are likely to be higher risk than single-day events of a short duration.

- **Contingencies and business continuity**

Event organisers should ensure they have mechanisms in place to respond to worker and performer absence as a result of COVID-19. Contingencies should also include responses to last-minute changes to government restrictions due to changes in public-health circumstances.

Business continuity should clearly deal with redundancy of key personnel, especially due to COVID-19 infection or close-contact requirements for isolation, thereby removing a team member at a critical time. Event organisers should consider deputy roles for key positions.

- **Ventilation**

  COVID-19 is a respiratory virus that is caught from breathing. In the open air the virus is diluted and dispersed; however, inside, aerosols – the particles small enough to remain in the air – can linger, spread and build up to dangerous levels. Ventilation is key to prevention because the risk of breathing in COVID-19 is twenty times higher indoors. Air quality in buildings can be measured, managed and monitored, so improving ventilation reduces or eliminates these risks. **See Appendix 3**.

- **Camping events and festivals**

Overnight camping festivals present a higher risk of transmission than shorter single-day events. Event organisers should consider the ability to limit the spread of infection in an overnight camping scenario and the ability to maintain the event site as a controlled environment.

With consideration for the above, the COVID-19 risk assessment for your event will determine the appropriate **IPCM** for your workplace and at the event from initial concept through to delivery and clean up. The location, size and type of event will determine which measures are implemented.

The following sections detail common IPCMs that should be considered. These include but are not limited to:

- Health screening
- Training and communications
- Personal and respiratory hygiene
- Physical distancing
- Contractor and supplier management
- Cleaning to prevent contamination
- Suspected-case response plans

Chapter 5. COMMUNICATIONS

Clear and concise communication with workers, attendees and stakeholders is an essential part of managing risk at the event. A comprehensive and reliable communication plan can be utilised to inform all persons attending the event as to what measures have been put in place for their safety, and to inform them of what is expected of them. A good communication plan will also allow persons attending the event, including workers and attendees, to be informed with up-to-date information and changes as they occur. Communication should be clear, consistent, strategic and sufficiently visible across digital and physical channels, which include the following:

- **Website** for the event organiser, venue, event, or artist/performer.
- **Social-media channels** for the event organiser, venue, event or artist.
- **Ticket-purchasing sites** should link to health-and-safety rules. Online ticket purchases should require audiences/attendees to check a box affirming that they have read and agree to comply with posted rules.
- **Emails and push notifications** reminding audiences/attendees of health rules and expectations, which can be sent at regular intervals from date of purchase through to event day.
- **Mobile apps** are already a valuable means of giving audiences/attendees directions to the venue, show times, artist bios and merchandise options. Health rules and expectations can be added to the information on every attendee's mobile device. Live notifications can also be developed and distributed.
- **Signage leading to and at the event site** can be effective as a further reminder, especially if it is visually attractive and located where audiences/attendees are likely to be standing still or moving slowly.

5.1 Communications with Attendees

Before the Event

Before an event takes place, event organisers should inform the ticket holders/attendees, using all available communication channels, of:

- The safety measures that have been implemented in the event.

- Their responsibilities when attending an event.

- The time that it will take to attend the event and return home safely.

This will reassure attendees of the safety precautions in place for their own safety. It will also assist in the operations on the day, as attendees will know what to expect and will be able to plan accordingly.

In addition to normal event rules, communications with attendees should give clear and concise information informing them, where applicable, of:

- Their responsibilities in terms of hygiene and respiratory etiquette, physical distancing and wearing of face coverings.

- Ticketing arrangements and advice on advance ticket purchasing.

- Cancellation and refund policies.

- Their responsibility to remain at home if they are experiencing symptoms of COVID-19 before an event or are a close contact of a suspected case.

- Their responsibility to personally assess themselves for fitness to attend – e.g. if they might be considered vulnerable people.

- Advice on what to do if they develop symptoms while at the venue.

- Advice for travelling on public transport, including the possibility of limited services.

- Suggested arrival times to account for possible increased queuing and to inform of staggered entry times if imposed.

- Location of entry points and exit routes related to their allocated seating or area.

- Any difference in standard entry procedures or checks they may need to undergo.

- Payment methods at concessions – e.g. if contactless payments or click-and-collect methods are being used.

- Changes to the usual available refreshments – e.g. if there is a no-alcohol policy.

- Exiting arrangements, particularly if staggered exiting is imposed.

Attendees should be informed via pre-event communications that much of the responsibility for managing COVID-19 risk remains with themselves, particularly in relation to physical distancing, the wearing of face coverings and hygiene. Attendees must have a clear understanding of what to expect in the new environment from a time perspective. This is to offset any negative reaction that may contribute to the spread of COVID-19.

During the Event
During the event attendees should be reminded of control measures in place and their responsibilities.
Clear, concise signage should be in place at entrances and throughout the venue to indicate:

- Hygiene protocols
- Physical distancing
- Face-covering protocols

Floor markings can also be used to indicate queuing positions in line with physical distancing.

During the event use can be made of the public-address systems, information boards and screens to give reminders to attendees of their responsibilities and to inform them of any changes to procedures.

All messaging should be clear, concise and consistent, and should adhere to the guidelines for signage, visual contrast and audibility for people with disabilities.

5.2 Communications with Workers
Prior to or on arrival at the venue, induction training should be provided for all workers detailing the new measures in place at the event and up-to-date guidance on public health, as well as their responsibilities while in work and at the event. Site induction training should be obligatory prior to all workers entering the event venue. Task/job-specific training may be needed for event workers. Any event-specific guidance and procedures should also be relayed to the workers prior to them commencing work on event day. Further briefings may be required throughout the day to update the workers of any changes.

Adequate time needs to be given for additional worker briefings before an event. This could extend the working day at an event significantly. This needs to be considered when assigning shifts, taking into account any requirements for worker changeover, if necessary.

Communication with workers should be ongoing. Event workers, like others, may adhere less to guidance and protocols over time. Ongoing monitoring and verbal reminders from COVID-19 Compliance Team members in this regard are essential.

5.3 Signage

Appropriate signage should be installed in key locations (entrances, circulation spaces, toilets, etc.) to remind the attendees and workers of their responsibilities. The signage should be placed in prominent positions and be clear and legible.
Signage should be regularly reviewed to ensure it is displaying the latest government guidelines or event-specific protocols. Signage can also include the do's and don'ts for the event.

Signage may take the form of the following:

- Vertical signage prominently mounted in key locations
- Floor markings
- Electronic displays and screens within circulation areas
- Big screens to give instruction to attendees

A notice should be included so that all workers and attendees are informed not to attend if they are experiencing any signs or symptoms of COVID-19, awaiting results, self-isolating or restricting their movements, are a close contact, or have returned from international travel.

To accommodate non-English speaking attendees, all signage to be pictographic where possible.

The HSE provides resources for signage and posters, which are available HERE.

5.4 External Communications:

Event organisers should liaise and develop lines of communications with external stakeholders as appropriate, including:
- Local authority
- An Garda Síochána
- Statutory Agencies (public-sector bodies of the state that have a statutory obligation to perform specific tasks on behalf of the government of Ireland)
- National Transport Authority and/or local transport providers
- Local residents and businesses
- Any other stakeholders

Event organisers should provide details of their event, including specifics outlined in their COVID-19 Response Plan.

SECTION SUMMARY

- *Communications with workers including contractors, suppliers and artist/performers*
- *Communications with attendees*
- *Communications with external stakeholders*
- *Methods of communication – print, social media, websites, emails, verbal, signage*
- *Before, during and after the festival or event*
- *Signage, floor markings, verbal instruction*

Chapter 6. WORKERS HEALTH

6.1. Health Declaration and Screening

In advance of commencing or returning to work, workers are required to complete a health declaration by way of a '**Return to Work Form**' to confirm to the best of their knowledge that they:

- Do not have symptoms of COVID-19.
- Are not self-isolating or restricting their movements.
- Are not waiting on results of a COVID-19 test.
- Have not recently returned from travel abroad.

Workers must complete and return the form no more than three days before they intend to commence work.

All declarations are private and should be treated with the utmost confidentiality. Records shall be kept in line with data-protection regulations.

Workers are not required to complete a new Return to Work Form each day; however, there is an ongoing requirement for workers to immediately report any symptoms or possible COVID-19 exposure to their COVID-19 Compliance Officer, response team or other designated individual. COVID-19 symptoms are outlined by the HSE HERE.

6.2. Training

On returning to or starting work every worker must undergo a COVID-19 training programme. The training should include current advice and guidance on public health.
The HSA has published HSA Online Training for workers with regard to COVID-19. They have also issued an employee's checklist to inform workers of their individual responsibilities in helping to stop the spread of the virus. A full list of resources can be found HERE.

6.3. Fáilte Ireland IPC training

Fáilte Ireland offers IPC training for the tourism and hospitality sectors. Event organisers can sign up for training.
Event organisers should email accommodationdevelopment@failteireland.ie to avail of Fáilte Ireland training, and clearly outline the following information:

- Event name.
- Contact name of the lead COVID-19 coordinator.
- Website or presence and the email address.

6.4. Contact Tracing

Contact tracing is the process of identifying all people that a person with COVID-19 has come in contact with within the previous two weeks. To assist with contact tracing, event organisers should:

- Ensure that minimum contact details are collected and retained as required for all workers and attendees.

- Request agreement to the use of this data from workers and attendees at time of collection, as required by government directives.
- Workers and attendees should be encouraged to download and use the COVID Tracker app.

The Data Protection Commission has provided advice on processing data for contact tracing. Contact Tracing Logs should be held for twenty-eight days, after which time they can be discarded securely in line with data-protection regulations. See HERE for further information.

6.5. Personal Hygiene and Respiratory Etiquette

See **Section 8.1 below.**

6.6. Work From Home

The government's Reframing the Challenge, Continuing Our Recovery and Reconnecting outlines how work should continue to be carried out as we transition through reducing restrictions. After 22 October 2021, the requirement to work from home will be removed. A return to physical attendance in workplaces will be allowed on a phased and cautious basis. Employees do not have a right to work from home. Legislation is planned which will give employees a legal right to request remote working but it will be up to the employer to agree to the request. The responsibility for health and safety at work under the Safety, Health and Welfare at Work Act 2005 rests with the employer regardless of whether or not a worker works from home/remotely. Guidance on working from home for employers and employees is available on the following links: : Guidance on Working from Home for Employers and Employees; Making Remote Work – National Remote Working Strategy; Checklist for Working Remotely.

6.7. Shared Vehicles

Use of multi-occupancy or shared vehicles should be avoided as far possible. Where multi-occupancy or shared vehicles are used, workers should:

- Maintain physical distancing through suitable seating arrangements.
- Keep the journey as short as possible.
- Wear face coverings.
- Only travel with members of their own pods.
- Keep vehicle windows open.
- Practise good hygiene before and after using the vehicle.
- Where it is not possible for workers to physically distance in a vehicle, consider additional measures – e.g. Using physical screening, so long as this does not compromise safety – e.g. by reducing visibility.
- Sitting side-by-side, not face-to-face.
- Using a fixed pairing system if people need to work in close proximity

- Vehicle heating and ventilation systems should not be set to recirculate air. In cars, partially opening two windows on opposite sides greatly improves ventilation. See Appendix 3. Also *Work Safely Protocol* www.gov.ie

Organisers must ensure vehicles are cleaned regularly, particularly between their use by different users. Commonly touched areas in vehicles include:

- Handles (inside and out).
- Steering wheel and starter button.
- Centre touchscreen and stereo.
- Handbrake and gearstick.
- Keys and key fob.
- Indicators and wiper stalks.
- Windows, mirrors and mirror switches, seat adjusters and any other controls.

6.8. Shift and Pod work

Multiple pods will be permissible subject to protective measures. Number of pods will have regard to the size of venue and substantial social distance between individual pods or 2m distancing between individual participants in classes, face masks where appropriate, well-ventilated spaces etc).

- Event organisers may develop plans to change shift patterns to both protect workers and optimise the operation of an event. They should include contingency measures to address:

- Increased rates of absenteeism.
- Implementation of the measures necessary to reduce the spread of COVID-19.
- Changing work patterns, etc.

Pod work may also be considered to limit contacts throughout the day. See the *Work Safely Protocol* for more details on pod working.

6.9. At-Risk Workers

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. For some people (including workers), the risks are higher. There are two levels of higher risk – very high risk (extremely vulnerable) and high risk.
There is different public-health advice for each of these groups, and event organisers should follow and adopt this advice.

If a worker in the very-high-risk or high-risk categories cannot work from home and must be in the workplace, event organisers must make sure that they are supported to maintain a physical distance of 2 metres from others in the workplace. However, employers should enable such workers to work from home where possible. Of course, given the nature of festivals and events, this may not be possible, and organisers should discuss this with workers.

A fitness for work medical assessment may need to be completed with the worker and an Occupational Health practitioner (where available) and/or the worker's family doctor.

6.10. Volunteers

Many events are organised and staffed by volunteers and volunteer organisations. Event organisers must have appropriate management arrangements in place to ensure the health and safety of all workers, including volunteers, during all stages of the event. The same duty of care as is applied to paid workers should be applied to volunteers working for or at the event. Volunteer Ireland offers useful resource for volunteers on its website HERE.

6.11 Contractors

In addition to usual health-and-safety management-systems contractors, suppliers or visitors should follow the arts and culture providers IPC measures and take into account public-health advice about preventing the spread of COVID-19. Contractors and visitors who come to the workplace must sign a health declaration prior to entering. They should also partake in induction training.

Suppliers and contractors should update their health-and-safety documents to include their COVID-19 response plan.

A system for recording visits to the site(s) by workers/others as well as visits by workers to other workplaces (contact log) should be put in place by employers, and completed by workers as required.

6.12 Operational Premises (Both Rented and Owned)

Where arts activities are delivered in spaces managed by others, such as arts centres, schools, theatre-studio spaces, arts and culture providers should ensure that venue management has:

- Conducted a venue risk assessment. Include ventilation assessment.
- Implemented infection-prevention and control measures in line with government guidance and public-health advice.
- Mechanisms in place to support physical distancing and enhanced cleaning.
- Mechanisms in place to respond to a suspected case.

Where arts and culture services are delivered in spaces with limited venue management, such as community halls, church halls and private indoor and outdoor settings, arts and culture providers must carry out the above tasks themselves and ensure measures are in place.

6.13 Accessibility

Arts and culture providers and venue management must ensure that COVID-19 IPCMs do not compromise the rights or quality of the experience for participants or workers with disabilities. The COVID-19 response plan should have regard to the requirements of participants or workers with disabilities and regard for equality and inclusion legislation.

Factors to be considered include:

- Control measures should not prevent a person with a disability from attending arts and culture activities.

- Arts and culture providers cannot restrict people from attending activities for reasons of disability. It is for the individual or their parents/guardians to carry out their own personal risk assessment and determine the appropriateness of their attendance.

- Children and young people with disabilities often require attendance with a companion or aid. This will need to be taken into consideration when determining capacity and physical distancing.

- Reconfiguration of workplaces and additional infrastructure should not impede the access or circulation route for people with disabilities.

- Positions and legibility of signage should have regard for people with different disabilities.

- Hand sanitisers should be accessible to people with a range of abilities.

- Hand sanitisers, barriers and other infrastructure should contrast visually with surrounding surfaces so that they are easily identifiable to people with vision impairment.

Suspected case and first-aid procedures need to take into account individuals with varying disabilities to ensure they can be implemented appropriately.

6.14. Assessing Ventilation

Determining ventilation of enclosed workplace settings should be considered as part of the workplace risk assessment. **See Appendix 3**. The priority for the risk assessment is to identify areas of the workplace that are usually occupied and are poorly ventilated. These are also the areas that should be prioritised for improvement to reduce the risk of aerosol transmission of the virus. A poorly ventilated area may include:

- Areas where people work and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents etc.

- Areas that use mechanical ventilation if the system recirculates air and has no outdoor air supply in place.

- Areas that are stuffy or smell bad.

Determining the ventilation of enclosed workplace settings should be considered as part of the workplace risk assessment. The priority for the risk assessment is to identify areas of the workplace or event that are usually occupied and are poorly ventilated.

Consideration should be given to indoor areas at an outdoor venue such as mobile containers and cabins. Event Organisers can use carbon dioxide (C02) monitors as a proxy to identify poorly ventilated areas. The primary principle for improving ventilation is to minimise transmission, so that the level of "fresh" outside air should be maximised therefore reducing the level of recirculated air in the workspace, unless high-efficiency particulate filters (HEPA) are installed in the ventilation system.

- **General recommendations contained with HPSC Guidance on Non-Healthcare Building Ventilation during COVID-19 (Guidance on non-healthcare building ventilation during COVID-19**

(https://www.hpsc.ie/) See also HSA Employers Checklist for Ventilation Work Safely www.hsa.ie

6.15. Mental Health

Event organisers/Employers should put in place support for workers who may be suffering from anxiety or stress.

Event organisers/Employers should provide workers 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.

The HSA has a range of supports, resources and advice such as:

- Dealing with stress as a result of the changes in a worker's personal and/or working life during COVID-19.

- A free online risk assessment tool for addressing work related stress: WorkPositive.

- 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 and may be useful for use by employers and workers.

Additionally, Minding Creative Minds is an organisation established to offer a free 24/7 well-being & support programme for the Irish creative sector. http://mindingcreativeminds.ie/

6.16. Voluntary Testing Regime

As previously noted, the best way to prevent the spread of COVID-19 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette, and increase ventilation. Some employers, with the agreement of their workers, may wish to implement additional checks as a way of strengthening their COVID-19 response by establishing a voluntary testing regime.

Further guidance on implementing testing is outlined in the *Work Safely Protocol and at hse.ie, hspc.ie*

SECTION SUMMARY

- *Return-to-work health screening for workers*
- *Training and education for workers*
- *Contract-tracing systems for workers*
- *Work from home where possible*
- *Shared vehicles*
- *Arrange workers in pods and alternative shifts*
- *Assess ventilation*
- *Access at-risk workers*
- *Support worker mental health and wellbeing*
- *Consider voluntary testing regime*

Chapter 7. ATTENDEE HEALTH

7.1. Attendee Health Declaration and Screening

To minimise the likelihood of COVID-19 it is recommended that attendees complete health screening before attending any event. The health-screening process adopted by event organisers will vary depending on the risk profile of the setting. Suggested screening procedures and methods that should be considered include:

- Terms and conditions of sale at the time of ticket purchase are amended and require the purchaser to acknowledge that they take responsibility for their own health screening and must comply with government directives and not attend if they are unwell.
- Signage at the venue reminding attendees of any conditions of entry relating to any health-screening requirements and reminding attendees that they must not attend if they are unwell
- Health-specific questions asked verbally at the access points to the venue.
- Festival/Event app with specific questions to be completed in advance of attendance.
- Vaccination status where appropriate
- All attendees should be encouraged to download the HSE COVID Tracker app.

Attendees should be advised via all available communication methods to stay at home if they are experiencing symptoms of COVID-19.

7.2. Contact Tracing

Event organisers must have in place a system to collect the contact details of attendees to assist in contact-tracing systems if required to do so by the HSE. See HERE for more information on contact tracing.

The Data Protection Commission has provided advice on processing data for contact tracing. Logs should be held for twenty-eight days, after which time they can be disposed of in accordance with GDPR.

7.3. Personal Hygiene and Respiratory Etiquette

See **Section 8.1. below**

7.4. Vaccination and Testing

There is currently no guidance or application of testing and vaccinations as a control measure for events. The Digital Covid Certificate is currently being used for adults to access indoor hospitality. https://www.gov.ie/en/. This landscape is constantly evolving and changing based on new information. Event organisers should keep abreast of government guidance with respect to the use of vaccination certifications, evidence of past infection, antigen testing and polymerase chain reaction (PCR) testing for use at events.

7.5. Children at Events

Child Protection: Child-protection policies and procedures should be reviewed in light of COVID-19. This should include policies and procedures for the management of children at an event (lost/found child), at festivals and events run for children (children's games and activities), and when working with children in the creation of work. For further guidance on child-protection policies and safeguarding, see resources available at TUSLA, Guidance for Youth Work Organisations and National Youth Council of Ireland.

Please also see Chapter 14 of this document which specifically relates to Young People, Children and Education.

Children as Audiences: Events where the primary audience in attendance are children and families with young children, it is important to note that control measures in place to protect against the spread of infection must be implemented. Government guidelines with respect to physical distancing and capacities are also applicable. 'The HSE provides further advice in regard to Protecting Children accessible at https://www2.hse.ie/conditions/covid19/preventing-the-spread/protecting-your-child/

SECTION SUMMARY

- *Health declarations for attendees*
- *Contract-tracing systems for attendees*
- *Updating ticketing terms and conditions to include COVID-19*
- *Consider children at events*

Chapter 8. PERSONAL AND RESPIRATORY HYGIENE

Good hand hygiene will help to stop the spread of COVID-19. Further information is available at HSE Hand Washing guidelines. Between handwashing, the use of hand sanitisers – alcohol minimum 60% is recommended. Advice for safe use of alcohol-based hand sanitiser is available in the appendices.

Hand-washing facilities should be made available to all workers and attendees. Hand-sanitising units should be placed in key locations at entrances, food-and-beverage consumption areas, throughout the venue and in circulation areas for attendees' and workers' use.

Organisers should monitor handwashing/sanitising areas to ensure sufficient supplies throughout the working day and the event.

8.1. Respiratory Hygiene and Face Coverings

8.1.1. Workers

Wearing a face covering helps to prevent the spread of COVID-19. Face covering should be worn in situations where physical distancing cannot be maintained. Face coverings are always in addition to, and never a substitute for, other public-health measures, including physical distancing, hand hygiene, cleaning and practising appropriate respiratory etiquette.
As part of the COVID-19 risk assessment, organisers should determine the requirement for face coverings/masks for all activities. The Work Safely Protocol asserts that in settings where 2-metre worker separation cannot be ensured, face coverings/masks should be made available to workers in line with public-health advice and it is recommended that face coverings should be used in crowded workplaces.

Event organisers must ensure that they are familiar with the various reasons why a worker or customer may not be required to wear a face covering. Further details on face coverings can be found HERE.

Event organisers are advised to consider 'fresh-air breaks' for workers to enable them to go outside for some fresh air (and the removal of masks while maintaining appropriate social distancing).

There may be occasions when removal of face coverings is a requisite to address specific work setting issues e.g. for sound checks and performances by performers. This should be considered in COVID-19 Response Plans relative to work and event setting in line with the HSA Work Safely Protocol www.hsa.ie

Note: not all face coverings can be classified as personal protective equipment as they may not comply with basic health-and-safety requirements. Face coverings are deemed to be in conformity with the regulations if they bear the CE mark.

8.1.2. Attendees

By law it is compulsory to wear a face covering on public transport and in shops and other indoor settings including theatres, cinemas and museums. For full list, see the HSE website HERE.
Attendees are required to wear face coverings at all times when in the event venue except when eating or drinking or if outdoors in their designated area while maintaining physical distancing from other attendees. Exceptions to this rule include attendees who are under the age of thirteen or are unable to wear face coverings because of a physical or mental illness or disability.

Consideration should be given to keeping a supply of face coverings at entrances to give to attendees who may have forgotten to bring their own. Designated person(s) should be tasked with monitoring compliance with face covering policies.

Event organisers should also develop and communicate procedures for instances of non-compliance for workers and attendees.

Should a person be medically exempt from wearing a face covering, event organisers may wish to provide them with an exemption lanyard to assist with the enforcement of face covering wearing while attending the event.

SECTION SUMMARY

- *Hand hygiene and respiratory-etiquette communications*
- *Sanitiser and hand-washing resources and equipment provided*
- *Face covering policies communicated and implemented*
- *Signage installed and information provided*

Chapter 9. PHYSICAL DISTANCING

9.1. Physical/Social Distancing

The physical distancing (also known as social distancing) of people to prevent transmission is one of the key methods of prevention of COVID-19. Event organisers are obligated to ensure compliance with rules on meeting others' safety and to ensure appropriate physical distancing through signage, layout, crowd-flow management, ventilation, clear identification of allocated standing and seating areas, and entry numbers management **See Chapter 2 above for further details**.

The paragraphs below set out recommendations for control measures that can be applied to allow physical distancing to be maintained by workers and attendees at your event.

9.2. Workers

Reducing non-essential on-site personnel
The number of workers on-site before, during and after an event should be limited to essential workers only. Essential workers are the people required to deliver an event. Stewarding and security numbers should be limited to the smallest number that can safely perform their duties in each area, taking account of the gradual return to work. **See Chapter 2 above for further details**. It is acknowledged that additional staffing may be required to manage physical distancing and queuing in circulation areas; however, this should be kept to a minimum as far as is reasonably practicable.

Work areas and activities
As far as reasonably possible, a distance of 2 metres should be maintained between workers. Where 2 metres is not possible, other measures to protect workers should be in place. As well as face coverings, physical barriers such as sneeze guards/plexiglass and partitions can be useful, particularly in areas where it is difficult for individuals to remain apart. These physical barriers need to be regularly cleaned and disinfected. Screens may be fixed or mobile depending on requirements, including emergency access.
Worker areas should be separated from the attendees and from the different worker pods as far as is practicable.

Welfare facilities such as rain cover and rest areas should be arranged in such a way to facilitate physical distancing.

Workers should be assigned separate entry and exit routes from the attendees where possible. Scheduling staggered shifts will reduce the demand on facilities at the start and end of shifts and at breaks.

Changing rooms and lockers should be laid out to optimise physical distancing.

In some cases, 'runners' and artist liaisons may be required to gain access to multiple areas at the event but may not come into contact with other work pods. Procedures should be put in place to manage the risk of a spread of infection in these scenarios.

Arts and Culture providers in youth services may wish to also consider the following options to support physical distancing:

- Utilise and reconfigure available spaces.
- Review operating times.
- Reconfigure groups and activities into teams or pods.
- Consider use of live streaming.
- Access available options to facilitate outdoor activities.

Additionally:

- Allocating the same area consistently to same workers.
- There should be clear separation of groups.
- Young people and workers should consistently be in the same groups.
- Workers who move from group to group should be limited.
- Activity should take place in a predefined area.
- The space should reflect the nature and intensity of the activity.
- There should be in excess of 2 meters' minimum physical distancing between each of the predefined areas or as defined by latest government guidelines.

Accreditation

All persons working at the event should be accredited/approved to work at the event. Only persons who have completed their COVID-19 training and provided a health declaration should receive their accreditation or all-clear to work on-site. Those in the artist area may need further screening or tests (antigen, PCR testing) before receiving the accreditation for that area. This may be due to international travel requirements or a necessity to work in close proximity for extended periods of time. Appropriateness for the implementation of testing regimes should be risk-based and in line with current public-health advice.

Contact details of all accredited individuals, including a contact telephone number, should be retained for a period of twenty-eight days by event organisers to enable contact tracing.

9.3. Attendees

Ingress

While attendance figures at your event might be lower, the rate of entry may also be reduced due to physical-distancing measures that may have a limiting and negative effect on the ability to admit attendees to your event.

To maintain physical distancing during ingress, alternate entry points may need to be closed to ensure physical distancing in queuing systems, thus reducing the number of entry points. Additional entry lanes may be created at entrances using temporary barriers and stewards. If searching is being implemented by licensed security providers at your event, consideration should be made for the additional time required to carry this out. Consideration should also be made to the close-contact element of this task, avoiding face to face and the requirement for PPE for workers.

For festivals and events hosted in a venue without a defined site boundary, such as in the public realm or greenfield sites, event organisers must ensure they can deliver the event under the conditions of a 'controlled environment'. This requires a secure site boundary with designated entry and exit points.

Queue management

Physical distancing and queue management will form an important element of the event's COVID-19 Response Plan. Queuing systems should be managed by stewards or event workers. Floor markings and signage should be put in place where possible to encourage physical distancing while queuing. For outdoor events a standard crowd-control barrier is 2.4 metres long and can be easily used as a reference for both attendees and security personnel. Event organisers must ensure there is adequate queuing capacity to accommodate attendees throughout the event. One-way systems should be implemented where possible.

If searching is being implemented by licensed security providers at your event consideration should be made for the additional time required to carry this out.

Consideration should also be made to the close contact element of this task. Security should avoid face to face and ensure they are wearing medical grade face coverings/masks. Any worker conducting a pat-down search MUST wear a medical grade face covering/mask and sanitise hands.

Additionally, organisers should
• Communicate with the ticket holder in advance to inform them of;
      o   Expected entry/search times, and to arrive early if necessary.
      o   Rules of entry, including requirement for immunity, face covering/mask policy, and prohibited items.
• Provide clear signage, public address announcements and/or stewards reminding people not to join the queue if they are experiencing symptoms of COVID-19 and to return home.

Ticketing

To prevent over-capacity, entry to the venue should be by ticket only. If the event is not sold-out, organisers can sell tickets onsite however this should be limited. The ticketing strategy for the event should consider the following:

• Digital tickets (also known as mobile tickets) should replace traditional paper tickets where possible.
• Tickets should be bought in advance. Walk-ups should be avoided.
• Patron details should be recorded to facilitate contact tracing.
• Tickets for seated accommodation should be allocated to specific seats.
• Ticket sales per person to be limited as per current government guidelines applicable at the time of sale.
• Group bookings should be in line with current government guidelines applicable at the time of sale;
• Ticket re-sale should be discouraged. Mechanisms for capturing changes in contact details should be established.
• Ticket holders shall carry valid ID to confirm identify if requested.
• If catering for a vaccinated crowd prior to October 22nd, patrons should be asked to confirm their fully vaccinated status at point of purchase of ticket.

It is important that Patrons are made aware that their contact details will be kept for a period of 28 days to facilitate contact tracing.

Electronic tickets should be scanned by ticket-takers or stewards while wearing face covering/masks and gloves or implementing enhanced hand hygiene.

Workers should avoid touching tickets or patrons unless their task requires it. If touching does become necessary, the worker should immediately discard the gloves, and/or wash their hands.

Non-ticketed events are discouraged. In order to be considered a 'controlled environment', events that are offered free of charge should implement a ticketing system to ensure ability to control capacities in line with framework restrictions and physical-distancing requirements.

Staggered entry and end times
Depending on the type of event, attendee arrival patterns may vary (all at once for performance/show, staggered throughout the day for festival environment). Attendees arriving at the same time can lead to crowd build-up at entrances, reducing the ability to maintain physical distancing.
Consideration should be given to assigning time slots for entry to different areas of the venue. The allocated time should be included on the tickets and communicated to the ticketholder in advance.

Access to the venue
Public-transport capacity to and from the event may be limited due to physical-distancing requirements on the carrier. Public-health advice in relation to use of public transport during the different restriction levels should also be adhered to.
Early communication with attendees of the potential limits of public transport is essential. Attendees should be encouraged to walk or cycle, if possible. Locations of bicycle racks, bike-rental stations and car parks should be communicated to attendees in advance.

Refer to **Section 16** of this document for further guidance on Zone Ex (the external area beyond the environs of your venue, including transport routes to/from the venue).

Zoning
If appropriate the event site could be divided into separate zones restricting contact between persons in different areas to assist in contact tracing and crowd management. Each zone should only be accessible by attendees with a corresponding ticket. Ideally, zones should each have their own dedicated entry and exit routes to prevent cross-contamination between zones, where practicable. Access between zones should be limited. Access to a particular zone for event workers should be restricted to accredited personnel only.

Zones should have dedicated welfare facilities to prevent cross-contamination.

Viewing areas
Currently mixed audiences (vaccinated and unvaccinated) must be physically distanced when viewing the event. This might be done by physically distancing individuals or physically distancing groups of "pods*". * Pods enable patrons to buy tickets as a group (i.e., pods for 1-6) while still maintaining physical distancing within the venue.

Each pod should be spread out apart from other pods while viewing the event, allowing the venue to maintain the recommended physical distance between each pod.

Routes to particular a viewing area should be clearly identified with signage and in pre-event communications. As part of the risk assessment, the risk involved with various seating configurations should be assessed. Some of the risks that might arise are outlined as follows:

Brush past
Where people are sitting or standing in rows, it will be necessary for them to pass each other during ingress and to leave the area to access the facilities.

To do this they could breach physical distancing. While the HSE states that there is little risk if you are passing quickly, one should keep their distance as much as possible.

To help manage this risk, the following measures might be considered:
 • Requesting patrons to avoid face-to-face contact.
• Requiring patrons to wear face covering/masks at all times during the event.
• Requesting patrons to remain in their seats as far as is reasonably practicable.

Alternating rows
Persons traversing one row would likely be within close contact of the row in front and behind them. Consideration should be given to using alternate rows to limit people crossing within minimum recommended distances of each other. These free rows may also be used as lateral gangways if required for example where aisles are insufficiently wide to allow a two-way flow.

Standing in seating areas
Persons singing and shouting from a standing position in a seated area may project aerosols and respiratory droplets further than if they were sitting.

The following control measures may be considered:
• Requiring patrons to wear face covering/masks at all times, other than when consuming food or drink when seated.
• Communicating with ticketholders in advance that standing in seated areas in not permitted.
• Instruct stewards to monitor and intervene where necessary.

Programming
Some events may be operating multiple stages, areas or venues. Event organisers will need to ensure the programming is designed in such a way as to minimise congestion in communal spaces and Zone Ex before events, during intervals and at the end of events. This may also be relevant for events held in shared venues or venues located near local amenities such as schools, shopping centres and public-transport hubs.

Food-and-beverage areas
Queuing systems for food/beverage concessions should be set up as appropriate to ensure physical distancing can be maintained. These may include floor markings, signage and a one-way queuing system. Where barriers are used to define queues, they should not impede emergency escape routes by creating trip hazards or blocking access to exits.

Contactless payments should be encouraged as much as possible. Food-and-beverage providers should consider if they are required to change service options, such as 'grab and go', 'order in advance' and the removal of table service.

Queue capacity should be taken into consideration when planning your event. In the case of an outdoor 'food court' consisting of multiple mobile trading units, the queues associated with these may be longer than usual and may stretch either into the next trader's queuing space or out into the pedestrian thoroughfare.

The **sale of alcohol** at an event should be in line with government guidance at the time of the event and should be subject to a risk assessment. The event's alcohol policy should be cognisance of COVID-19 government guidance on the sale and supply of alcohol. The following should also be considered when deciding whether to provide alcohol:

- Lowered inhibitions caused by alcohol consumption leading to breaches of physical distancing and hygiene.
- Reduced movement of attendees and less pressure on the toilets where no alcohol is served.
- Behaviour of attendees before and after the event if under the influence of alcohol.
- Attendee profile, including their history with alcohol consumption and behaviour at similar events.

For further guidance on reopening of food-and-beverage services, refer to Fáilte Ireland COVID-19 Support Hub.

Toilets
The number of attendees entering toilets at any one time should be limited. The following measures should be considered to allow for physical distancing in toilet facilities:
- Queuing systems for entry. Where barriers are used to define queues, they should not impede emergency escape routes by creating trip hazards or blocking access to exits.
- One-way systems within the toilet facilities.
- Alternate urinals and sinks to be closed off or appropriately spaced.
- Floor markings and signage indicating physical distancing.

In addition to physical-distancing measures, event organisers should ensure adequate hand-hygiene materials are available at all times. Enhanced cleaning of toilet facilities should be implemented.

Controls measures should be implemented for both permanent and temporary toilet facilities.

Egress
Flow rates through exits may be slower while trying to maintain physical distancing. Exiting times may need to be extended to reduce pressure on the exits.

Control measures to ease pressure at egress may include:

• Staggered egress, allocating specific time slots for egress from each viewing area.

• 'Row by row' exiting, starting with the back row or row closest to the exit. The "church model" of leaving seats will prevent patrons queuing alongside other patrons seated beside aisles.

• Reconfiguring or providing temporary barriers to control flow and maintain channels separating lines of patrons egressing.

• Re-directing exit routes to different exits to distribute the exiting evenly around the event venue allowing for more rapid dispersal of persons from the vicinity of the venue; • Provision of stewards to monitor, direct and advise patrons along the exit routes.

• Provision of additional exit routes, e.g. opening additional gates that are normally only used for workers or creating additional exits when designing the site;

• Increasing exit widths, where possible, to allow more patrons to pass through while physically distancing; and

• Consideration should be given to the potential movement of security and stewarding positions for egress and potential need for additional personnel.

Special consideration should be given to disabled attendees during egress. Event organisers may want to consider prioritising the egress of vulnerable attendees first.

Consideration could be given to requesting additional public-transport services on event days and implementing temporary road closures during egress to encourage physical distancing outside the venue. Refer to **Chapter 5 of the Festivals Guidance** for further guidance on Zone Ex.

Emergency response and evacuation
In the event of a non-COVID-19 emergency at the event resulting in an emergency evacuation and response by the emergency services, a threat to life will supersede COVID-19 restrictions.

9.4. Capacity Analysis
The assessment of the maximum-allowable capacity of an event will be based on the ability to manage physical distancing but not above framework restrictions as set out in the *COVID-19 Resilience and Recovery 2021-The Path Ahead* and **Reframing the challenge, continuing our recovery** in place at the time of the event – see table below.

Calculating a safe capacity
Event organisers should determine the total number of people allowed on-site at a venue at any given time, and the number of people allowed within each discrete area of the venue at any given time, as per the physical-distancing requirements. **See Chapter 2 above for further details**. A discrete area is a demarcated room or space within which the number of people can be managed. The number of people permitted in a discrete area includes event workers, event attendees and other people on-site. Event organisers should clearly indicate by signage in each discrete area the maximum capacity of the area.

Capacity analysis should take into consideration the ability to get people into the venue, the use of facilities and amenities such as toilets and concessions, viewing/activities areas and egressing. The holding capacity of the venue should also consider the physical-distancing capacity of the circulation areas. If the number of attendees cannot be accommodated in the circulation areas, then either the overall viewing or activity capacity should be reduced to the maximum circulation capacity, or consideration should be given to removing facilities so that the circulation area is used for one-way directional flow in and out of the event and for toilet access only.

Other control measures that may be considered include:

- Providing additional amenities where space allows – e.g. providing temporary toilets or food concessions externally.
- Not showing the live event on monitors and screens in the circulation areas to prevent lingering in these areas.
- Providing screens in viewing areas to enhance attendee visibility and limit 'creep' towards the performance or activity.
- Removing any tables and requiring people to bring their food/drink to their seat/viewing area.

Stewards should encourage physical distancing of attendees in circulation spaces and should aid with queue management. The density levels in circulation areas should be monitored at all times and access to these areas may need to be managed at the entry points from other areas to ensure breaching of physical distancing does not occur.

Example: determining capacity of standing areas or circulation space of the event

1. Determine the entire site size in m^2.
2. Determine the size of the non-useable spaces in m^2 (such as space taken up by plant equipment, storage containers and other impenetrable structures).
3. Deduct the non-usable-area size from the entire site size.
4. Divide the useable area of the site to allow for 2-metre physical distancing between persons.

Example: determining capacity of seating areas or circulation space of the event

Seating may be fixed or temporary tiered seating or flat seating on the ground. Again, event organisers must determine capacity for their event by ensuring 2-metre physical distancing between persons.

A number of factors may be considered to determine the capacity of an area, including:

- Allocation of seating/areas singly or in groups
- Seat width
- Gangway/aisle width
- Management of exiting
- Row width
- Using alternating rows
- Dynamic and static movements
- Stationary capacity vs throughput capacity

For further guidance on calculating seated capacity, please refer to Theatre Forum guidance for Circulation areas should be assessed and managed to maximise physical distancing for patrons and workers.

SMOKING AREAS: Smoking areas may require monitoring and management to prevent overcrowding.

Toilets – temporary and permanent

The following measures may be considered to allow for physical distancing in toilet facilities:

• Queuing systems for entry. Where barriers are used to define queues, they should not impede emergency escape routes by creating trip hazards or blocking access to exits.

• One-way systems within the toilet facilities.

• Floor markings and signage indicating physical distancing; and

• Use of disposable paper towels to speed up hand drying and reduce the risk of aerosol dispersal.

Temporary urinals and toilets should be positioned to aid with the natural formation/sustaining physically distanced queues. It is not advised to block alternative stalls, urinals and sinks as this may result in increased requirement for queuing footprint.

9.5. Additional Considerations

Attendee singing and shouting

Attendees singing and shouting from a standing position in a seated area may project aerosols and respiratory droplets further than if they were sitting. The following control measures should be considered:
- Requiring attendees to wear face coverings when at their seats/areas.
- Addressing this issue in communications with attendees in advance of and during the event.

Standing attendance

While seated attendees can be allocated a particular seat number, this is more difficult in standing areas. Attendees may migrate to get a better view, to meet people they know or to get into covered areas in the event of rain. The risks associated with this behaviour include breach of physical distancing and intermingling between different pods. The following control measures should be considered:
- Addressing this issue in communications with attendees and requesting that attendees follow the advice and wishes of stewards who may ask them to move.
- Divide standing areas into different zones or pens separated by barriers to prevent overcrowding in any one area. This would include preventing access from one standing area to the next. Tickets should be sold to an assigned standing area. Any use of temporary barriers should not impede emergency egress or circulation by creating trip hazards or blocking direct access to exits.
- Increased monitoring in standing areas by stewards.
- Demarcation of physical distancing using floor markings.

SECTION SUMMARY

- *Physical distancing for workers*
- *Physical distancing for attendees*
    - *Capacity analysis*
    - *Ingress/egress*
    - *Standing vs seating*
    - *Circulation spaces and use of facilities*
    - *Queue management*
    - *Food-and-beverage areas*
- *Physical-distancing signage and communications*
- *Compliance Officers monitoring*

Chapter 10. HEATING/VENTILATION/AIR-CONDITIONING SYSTEMS

According to the ECDC, poor ventilation in confined indoor spaces is associated with increased transmission of respiratory infections.

Determining ventilation of enclosed workspace or event setting should be considered as part of the risk assessment. The priority for the risk assessment is to identify areas that are usually occupied and are poorly ventilated.

The following should be considered when developing a risk assessment:

- How do you currently provide ventilation (fresh air)?

- How many people occupy or use the area(s)?

- How much time do people spend in the area(s)?

- What activities take place in the area(s)?

- How large is the area(s)?

- Are there any features which might affect ventilation? For example,

- Does the workplace have Local Exhaust Ventilation (LEV)?

- Does the workplace have multiple or complex ventilation systems in place?

Below are steps to consider improving indoor ventilation. These steps should be considered in consultation with a heating, ventilation, and air-conditioning (HVAC) professional.

- Increase natural ventilation, opening windows or external doors, if safe to do so.
- For mechanical systems:
  o Ensure any HVAC systems are fully serviced and maintained.
  o Increase the percentage of outdoor air.
  o Increase total airflow supply.
  o Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
  o Improve central air filtration.
  o Increase air filtration to as high as possible without diminishing design airflow.
  o Ensure exhaust fans are operating at full capacity.
  o See Ventilation Checklist for Employers -Work Safely www.hsa.ie and see also
    Appendix 3. Ventilation Protocol -Work Safely www.gov.ie

It is recommended that events are organised outdoors; however, if this is not possible, event organisers should follow the guidance offered by the Health Protection Surveillance Centre and the UK Health Service Executive.

Event venues should be ventilated before admittance of attendees, during the event if appropriate, and after the event.

Big tops, tents and marquees offer an ideal solution for many events. They provide spaces that can provide protection from the weather while allowing for free ventilation through a space by the opening or removal of the sides of the tent.

SECTION SUMMARY

- *Include ventilation in the risk assessment*
- *Host events outside where possible*
- *Increase natural air ventilation*
- *Service and maintain in line with manufacturer's instructions heating, ventilation and air conditioning systems*
- *Consult with heating, ventilation and air-conditioning professionals*
- *See APPENDIX 3.* Ventilation Protocol -Work Safely

Chapter 11. CLEANING TO PREVENT CONTAMINATION

Hygiene and cleaning recommendations are fundamental in efforts to stop the spread of COVID-19. Event organisers should implement thorough and regular cleaning of the venue, particularly frequently touched surfaces. If disinfection of an area is required it must be performed in addition to cleaning, never as a substitute for cleaning. Cleaning should be carried out in accordance with European Centre for Disease Prevention and Control (ECDC) guidelines.

Definitions:

Cleaning removes germs, dirt and impurities from surfaces or objects. This process does not necessarily kill germs, but by removing them it lowers their numbers and the risk of spreading infection.

Disinfecting a surface will eliminate the disease-causing microorganisms.

Sanitising in accordance with public-health standards reduces bacteria to safe levels and decreases the risk of infection but may not kill all viruses.

Cleaning materials should be reviewed to ensure they are effective against viruses.

11.1. Enhanced Cleaning Measures

There are a number of specific enhancements event organisers should consider implementing to complement their standard cleaning plans to mitigate the risks of COVID-19 and prevent cross-contamination at shared touchpoints at the venue. These include:

- Contact/touch surfaces, communal changing/sanitary facilities and catering facilities should be cleaned at least twice daily and whenever facilities are visibly dirty.
- Cleaning workers should wear a higher level of PPE than previously used at the event and venue environment. The appropriate amount of cleaning workers should be available during the event.
- Workers should be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE.
- Increasing the frequency of cleaning and disinfection in toilet facilities and high-frequency touchpoints.
- Ensuring soap and hand-sanitiser dispensers, disposable tissue dispensers and other similar devices are regularly checked, cleaned and maintained.
- Ensuring enhanced diligence in maintaining a cleaning log to ensure the cleaning regime is strictly adhered to (consider displaying the cleaning log for the public where possible and appropriate).
- Allocate adequate time (pre-, during and post-event) to ensure the cleaning process is thorough and effective, and not just largely aesthetic for presentation purposes.
- Provide workers with essential cleaning materials to keep their own workspace clean – e.g. wipes/disinfection products, paper towels and waste bins/bags.
- Increase the number of waste-collection points and ensure these are emptied regularly throughout and at the end of each day.

- For venues with consecutive shows the venue must be fully cleaned before admitting the next attendees.
- Standard cleaning procedures for events and venues should be robust, with pre-event, event and post-event cleaning protocols for all internal and external areas. Special attention must be paid to frequently touched surfaces, as outlined in the following section.

11.2. List of Cleaning Touchpoints

This is a non-exhaustive list and is provided for guidance.

Public areas (foyers and entrances, entertainment reception areas, dining and food-service areas)

- Door handles, push plates
- Bike rack or other barriers the public may touch
- Car parks, pay stations, doors
- Handrails for stairs, ramps and escalators
- Elevator buttons (inside and out)
- Reception desks, ticket counters
- Telephones, point-of-sale terminals and other keypads
- Tables, chairs
- Beverage stations, water fountains, vending and ice machines
- Waste-receptacle touchpoints
- Gates
- Handrails
- Bins
- Queuing barriers
- Front-of-stage barriers

Toilets/restrooms (front and back of house as well as portable units)

- Door handles, push plates
- Sink faucets and counters, toilet handles
- Lids of containers for disposal of women's sanitary products
- Soap dispensers and towel-dispenser handles
- Baby-changing stations
- Bins

Auditorium, stage area, orchestra pit, etc.

- Seated areas, seats
- Stairs
- Handrails

Back-of-house offices, dressing areas, green rooms, production areas

- Individual office and other room furniture
- Door handles, push plates, doorways, railings
- Light switches, thermostats
- Cabinet handles
- Telephones, computers and computer mice, other keypads
- Microphones
- Backstage and technical equipment
- Bins
- Back-of-house kitchen and food-preparation areas
- Handles of kitchen equipment, doors, cabinets, push pads
- Counter surfaces
- Handles of beverage and towel dispensers
- Handles of sinks, including hand-washing sink and mop sink
- Cleaning tools and buckets

11.3. Contaminated Waste Removal

Waste services should be treated as normal waste, utilising best practice for reuse/recycle except where there has been a suspected or confirmed case of COVID- 19. Waste material produced during the cleaning process should be placed in the appropriate waste bins, which should be pedal-operated and lidded. Where an area within a venue is suspected or confirmed of being contaminated with COVID-19, a decontamination clean should be carried out. See **Chapter 12** of this document for further information on cleaning after a suspected case.

11.4. Shared Equipment

Efforts should be made to minimise the use of shared equipment where possible. If this is not possible, the following procedures should be in place:

- Clean and disinfect shared equipment and tools before, during and after each shift or any time the equipment is transferred to another person – e.g. radios and microphones.
- Once finished with equipment, workers are advised to thoroughly wipe down the equipment using disinfectant wipes.
- Workers are required to wash or sanitise their hands regularly while on-site, with hand sanitiser made available at all major touchpoints.
- Shared vehicles should be wiped down with disinfected wipes before and after use.

SECTION SUMMARY
- *Enhanced cleaning*
- *Frequently touched surfaces*
- *Shared equipment and facilities*
- *Public areas and back of house*
- *Cleaning materials and equipment, including PPE*
- *Contaminated waste and cleaning for suspected case*
- *Record-keeping*
- *See* www.hse.ie, www.hpsc.ie, www.hsa.ie   for further Guidance

Chapter 12. SUSPECTED-CASE AND OUTBREAK RESPONSE PLANNING

Suspected-Case Response Plan

The key message is that a worker or attendees should not attend the event if they are displaying any signs or symptoms of COVID-19 or are feeling unwell.

However, while an individual should not attend if displaying any symptoms of COVID-19, the following outlines the steps organisers should put in place to deal with a suspected case that may arise during the course of the working day or the event.

Event organisers should develop their plan based on the following concept:

1. **Assessment**   Consider the symptoms and compare with HSE guidelines.
2. **Information**   Instruct the individual on what to do next.
3. **Advice**   Provide guidance on how best to manage their return home safely.
4. **Assistance**   Provide PPE, medical assistance and/or transport as appropriate in the circumstances.

Organisers must also consider actions required if there is an outbreak as a result of their activities. An outbreak of COVID-19 is when two or more cases of the disease are linked by time, place or person.

An outbreak of COVID-19 is managed by the local Departments of Public Health to enable the outbreak to be brought under control as quickly as possible. It also requires close engagement and cooperation between the employer, event organisers, LWR, the workers, attendees and, in particular, the individual(s) affected. Outbreaks in a single workplace that are not managed and brought under control quickly can rapidly spread to other workplaces and/or the wider community.

Event organisers and employers must cooperate with the local Department of Public Health if a case of COVID-19 and/or an outbreak is confirmed in their workplace and implement any follow up actions required.

12.1. Initial Response

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the individual involved, their colleagues and/or attendees.
The first-aider or other pre-designated responder should be contacted if an individual feels unwell and is displaying recognised symptoms. The symptomatic individual should be allowed to make their way home if they are feeling well enough and can do so safely. If not, the designated responder should escort them to the isolation area, remaining 2 metres away from the patient and ensuring that all other individuals on the premises maintain a 2 metre distance.

The patient should be given a disposable facemask, if not already wearing one, while walking to the isolation area and when exiting the workspace, and should be advised not to touch any surfaces, objects or people.

Once in the isolation area, the first-aider can assess the individual to see if they are well enough to return home and to contact their GP by phone from home and isolate there. If the person is not well enough to travel home, they should contact their GP by phone (preferably using their own mobile

phone) to discuss the next steps. Anyone showing symptoms of COVID-19 should not use public transport, and an alternative method of transport should be organised.

If the individual displaying symptoms is an event attendee, they may be accompanied by other individuals, who may also need to be considered as suspected cases depending on individual assessment. Organisers should consider:

- Are they from the same household?
- Have they travelled together?
- Are they considered a close contact?
- Are they displaying symptoms?

12.2. Isolation Areas

A suitable isolation area should be identified in advance of it being required. This will be the location where a person experiencing symptoms of COVID-19 can be brought to in order to isolate the individual and minimise the risk of contact with others on the premises. The isolation area/room should be easily accessible, bearing in mind that it may need to be accessed by members of the public as well as by workers, and be accessible for those with disabilities.

An isolation area should ideally be a room where the door can be closed and has a window for ventilation. Where a closed-door area is not possible, an area away from others could be used.

Only the minimum amount of furniture should be placed in the room so as to facilitate easier cleaning and disinfecting when the room has been used. The room should contain the following:

- Tissues
- Hand sanitiser
- PPE including gloves and surgical facemasks
- Disinfectant and/or wipes
- Waste bags or waste bin with lid (pedal bin or non-touch mechanism)

Event organisers may need to accommodate more than one person in isolation at one time. Consideration should be given to the requirement of more than one isolation area.

12.3. Covid-19 Contact Tracing Log for Suspected Case

A COVID-19 Contact Tracing Log should be completed as part of your COVID-19 Response Plan, and it should be managed by a designated contact person/case manager. It should be filled in if a person presents themselves as feeling unwell at the venue and is treated as someone presumed to have COVID-19. It is not intended to be a substitute for a first-aid patient-report form.

The aim of the COVID-19 Contact Tracing Log is to identify who has been in close contact and the areas of the venue that may be affected. Inclusions and functions are:

- Workers who have potentially been exposed and the impact this may have on the operations of the venue.

- To obtain information for post-incident actions required for the place of work to continue to function.
- To provide records for the enforcing authorities (HSE, HSA) should they require further information.

12.4. First Aid/Medical Provision for Suspected Case

On-site first-aiders will need to provide initial treatment as necessary, or until the emergency services arrive. Management should ensure first-aiders receive any necessary training updates and are confident that they can help someone injured or ill.

- Review all first-aid procedures to adapt in line with current COVID-19 guidance. The Pre-Hospital Emergency Care Council has issued an update in regard to COVID-19 and first-aid provision in the workplace.
- Ensure sufficient resources are available to deliver first aid, including adequate supplies of PPE: single-use nitrile gloves, disposable plastic aprons, surgical facemasks and eye protection.
- Good hand hygiene should be practised during any first-aid situation, including hand washing with warm water and soap or the use of hand sanitiser before and after providing first-aid treatment.
- Suitable location for isolation room to be determined by the event management at pre-event meetings.
- Understanding of the venue-specific COVID-19 Response Plan for how to deal with a suspected case of COVID-19.
- Identify a suitable isolation room where a suspected case of COVID-19 can be brought. As outlined above, the isolation room should be a separate area to the first-aid room. However, your first-aid room may need to become an isolation area if a patient receiving first-aid treatment shows symptoms of COVID-19 while being examined by the first-aider.
- Contingency plans should identify alternative areas suitable for the provision of first aid should the main first-aid room become unavailable.
- If a first-aider encounters an individual with suspected COVID-19 within the workplace, the patient should be given a disposable facemask to wear.

12.5. Cleaning Guidelines after a Suspected Case of Covid-19

SARS-CoV-2, the virus that causes COVID-19, cannot grow/multiply on surfaces but it can survive on them if they are not cleaned. The virus gradually dies off over time, and under most circumstances the amount of infectious virus on any contaminated surface is likely to have decreased significantly within three days. Studies on survival of the virus in the environment have shown that it can remain for up to seventy-two hours on plastic and stainless steel, less than twenty-four hours on cardboard, and less than four hours on copper.

The following are recommendations for cleaning/disinfecting a room after the presence of a suspected or confirmed case of COVID-19 – e.g. following the use of an isolation room:

- As soon as the suspected case has left the room, keep the door to the room closed for one hour.
- Carefully clean all surfaces and furniture in the room with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses. Disposable cleaning cloths are recommended. Open the window in the room while cleaning is in progress.
- Workers responsible for cleaning after a suspected or confirmed COVID-19 case was present should wear disposable, single-use, non-sterile nitrile gloves and a disposable plastic apron, and should avoid touching their face during the cleaning procedure. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Avoid creating splashes and spray when cleaning.
- Do not allow anyone to use a potentially contaminated room until it has been cleaned/disinfected and all surfaces are dry.

Cleaning guidance for use in non-healthcare settings, general cleaning principles, and cleaning guidance when a person with COVID-19 has been in the setting can be read HERE.

12.6. Outbreak Response

If there is an outbreak as a result of event activities, organisers should seek to contain the outbreak as soon as possible and follow directions of local Department of Public Health.

The primary objective of managing an outbreak is to reduce the risk to the workforce and public health by containing the disease and preventing secondary spread. When the organisers have been made aware of positive cases, they will ensure contact logs and details are provided for close contacts as soon as possible.

Close contacts should be advised to restrict their movements, including staying away from the workplace. Close contacts should also follow public health advice with respect to testing.

The organisers should also review the event COVID-19 response plan to ensure that all IPCMs are being implemented correctly. The COVID-19 risk assessment should be reviewed and updated based on the findings of the investigation. Findings should also be communicated to workers as appropriate.

Closure of the event or workplace will be determined based on guidance from Public Health Authorities.

12.7. Advice for Returning to Work after Covid-19 Illness

The HSA has introduced interim guidance to assist employers and workers manage a return to work following COVID-19 testing or infection. The Fitness for Work interim guidance and related checklists are available HERE.

SECTION SUMMARY

- *Identify*
- *Isolate*
- *Assess*
- *Implement actions*
- *Contact log*
- *Cleaning*

For further information on Suspected Case Response Plans, see section D5 of the *Work Safely Protocol*.

Chapter 13. SUMMARY of FIRST AID and EMERGENCY RESPONSE MEASURES

First aid and the provision of medical care at events now need to take into account the risk of transmission of COVID-19 by symptomatic and non-symptomatic patients.

Where external medical providers are contracted to provide medical services, event organisers should ensure that the organisation has updated the event medical plan to include the risk of transmission of COVID-19. For smaller events a designated first-aider may administer medical attention. Event organisers should ensure that those responsible for administering first aid receive necessary training. Standard infection-control precautions must be applied when treating all patients. Patients should be treated according to Clinical Practice Guidelines; however, when responding to an emergency medical incident:

- Complete a preliminary assessment, if possible, while maintaining physical distancing.
- If the person who presents as being unwell requires close contact assessment and/or treatment, wear appropriate PPE.
- If the patient demonstrates respiratory symptoms, fever or other cause for concern re. COVID-19, apply a surgical facemask to the patient.
- If the patient is unresponsive, check for breathing without using the look, listen and feel (ear to the patient's mouth) process.
- Minimise the number of unnecessary bystanders, responders and/or practitioners within the vicinity of the patient, especially in a small room/area or ambulance.
- When patient information is being recorded, request another person, who has maintained physical distancing from the patient, to record the details so as to avoid cross-contamination.
- When the patient encounter is complete, doff and dispose of the PPE appropriately and, finally, wash your hands.

For more information on administering first aid, please see Pre-hospital Emergency Care Council Website HERE.

Emergency Evacuation and Response
In the event of an emergency, the evacuation of attendees and workers from the area of immediate danger takes precedence over any requirements for physical distancing during egress.

PART 2 ADDITIONAL GUIDANCE

Chapter 14. YOUNG PEOPLE, CHILDREN AND EDUCATION

The primary aim of the Arts Council's Young People, Children and Education additional guidance is to set out the public health measures that are in place for organised cultural activities for children and young people from early childhood through to young adulthood.

The Arts Council recognises the value of arts and cultural participation among children and young people, and the need to ensure they can access important developmental opportunities to support their skills development and their wellbeing.

Research has highlighted that young people are among the groups most impacted by Covid-19. Throughout the restrictions, arts and culture providers have worked hard, innovated, and adapted in order to maintain supports to children and young people. The additional guidance is to support those providers in their work.

In addition to the Covid-19 Guidance for the Arts Sector set out in Part 1 of this document which is applicable to Young People, Children and Education, additional information on Young People, Children and Education is available by clicking on the following

https://www.artscouncil.ie/covid-19/government-guidelines/

Chapter 15. FESTIVALS

The scope of this guidance focuses on the **presentation of festivals and events to the public** rather than on the stages of creation leading up to an event (e.g. rehearsals or making of work). Separate guidance is offered in relation to these working conditions; more information can be found by clicking on the link below.

The guidance is designed to support festivals and event organisers in the preparation and execution of safety when putting on festivals and events during the pandemic. It does not cover content, programming or funding of a festival or event.

The festival-and-events sector is diverse, and is managed by a range of professional, community and voluntary organisations. They range in scale and content and vary from one-off single events to more complex multifaceted programmes (such as festivals) taking place both indoors and outdoors.
In this spirit the guidance offered is scalable and can apply to a range of operational models.
However, as each event is different, it is for individual event organisers to work with their relevant stakeholders to determine how best to apply this guidance in particular circumstances. Not all elements contained in this guidance will be relevant for each event, so it is important to tailor the information to individual needs.

In addition to the General Covid-19 Reopening Guidance Framework set out in Part 1 of this document, which is applicable to Festivals, additional information on Festivals is available by clicking on the following

https://www.artscouncil.ie/covid-19/government-guidelines/

CHAPTER 16. OTHER RELEVANT INFORMATION

Staging of work during covid-19

Please see government guidance for event organisers and venue management:

https://www.gov.ie/en/publication/35bb8-covid-19-sectoral-guidance/

Arts centres – working with covid-19

The most up to date information on the reopening of Arts Centres is available on the links below

https://theatreforum.ie/forum-notice/resources-for-reopening/

https://www.gov.ie/en/publication/35bb8-covid-19-sectoral-guidance/

USEFUL LINKS

Government of Ireland	www.gov.ie Work Safely Protocol *COVID-19 Resilience and Recovery 2021-The Path Ahead* **Reframing the Challenge - Continuing our Recovery and Reconnecting** https://www.gov.ie/en/publication/3361b-public-health-updates/
HSE (Health Service Executive)	www.hse.ie *Information and Guidance on COVID-19* *Stay Safe Guidelines* *Information, Guidance and Checklists on COVID-19* *Use of Face Covering by the General Public* https://www.gov.ie/en/publication/3a698-eu-digital-covid-certificate/#what-the-eu-digital-covid-certificate-is *NIAC and COVID-19 Vaccine - RCPI*
HSA (Health and Safety Authority)	*Guidance for Non-healthcare Settings*
HPSC (Health Protection Surveillance Centre)	*Guidance for Non-healthcare Building and Ventilation During COVID-19* *Information for businesses impacted by COVID-19*
Department of Enterprise, Trade and Employment	*Supports for businesses impacted by COVID-19*
Data Protection Commission	*Processing Customer Data for COVID-19 Contact Tracing*
Fáilte Ireland	*Guidelines for Re-opening all sectors* *Guidelines for Re-opening Hotels and Guesthouses* *Guidelines for Re-opening B&B and Historic Houses* *Guidelines for Re-opening Caravan and Camping Parks* *Guidelines for Re-opening Self Catering* *Guidelines for Re-opening Hostels* *Guidelines for Re-opening Spas* *Guidelines for Re-opening Restaurants and Cafes* *Guidelines for Re-opening Pubs*

	Guidelines for Re-opening Activity Providers
	Guidelines for Re-opening Visitor Attractions
	Guidelines for Re-opening Tourism Transport
Theatre Forum	*Guidelines for Reopening Arts Centres*
Arts and Health	artsandhealth.ie
Age and Opportunity	https://ageandopportunity.ie
Dance Ireland	*Returning Safely to Dance*
Sing Ireland	https://www.singireland.ie/covid-19
Screen Producers Ireland	*Production Guidelines for Irish Film and Television (Live)*
	Production Guidelines for Factual and Entertainment
NSAI	*https://www.nsai.ie/COVID-19/*
O'Keeffe, J., National Collaborating Centre for Environmental Health, Vancouver, BC	*COVID-19 Risks and Precautions for the Performing Arts*
Event Safety Alliance (US)	*Reopening Guide*
Sports Grounds Safety Authority (UK)	*SG02: Planning for Social Distancing at Sports Grounds*

Contact Information:

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https://www.failteireland.ie

Appendices:

Appendix 1. RISK-ASSESSMENT METHODOLOGY AND SAMPLE

Appendix 2. ALCOHOL-BASED HAND SANITISER ADVICE FOR SAFE USE

Appendix 3. VENTILATION PROTOCOL - *WORK SAFELY PROTOCOL COVID-19 NATIONAL PROTOCOL FOR EMPLOYERS AND WORKERS*

Appendix 4. ARTIST AND PERFORMERS RISK ASSESSMENT AND COVID-19 PLANS

Appendix 1. RISK-ASSESSMENT SAMPLE – The Arts Council and Fáilte Ireland

RISK-ASSESSMENT METHODOLOGY AND SAMPLE

COVID-19 is spread through respiratory droplets when an infected person coughs, sneezes, speaks or breathes. People can also be infected by touching a contaminated surface and then their eyes, mouth or nose. It can survive for a period on surfaces, from where it can be transferred to others through touch. While for the vast majority symptoms will be mild, outcomes for some from contracting the virus can be so severe it is regarded as a high-risk hazard.

Factors to consider when carrying out the risk assessment on COVID-19 transmission include:

- The length of activity
- The numbers involved in an activity
- Whether direct contact is part of the activity
- Whether close proximity is part of the activity
- Contact-group characteristics (e.g. family group, same households, pods)
- The environment in which the activity occurs (e.g. outdoors versus indoors)
- Event or work takes place in poorly ventilated spaces
- Any audience involvement considering sing along or call and response type audience engagement

Event organisers should also consider transmission route:

- Airborne
- Surface contact
- Personal physical contact (e.g. handshakes)

The key principles for preventing the spread of COVID-19 involve:

- Limiting potential contact with the virus so it cannot pass from one person to another
- Containment of the virus to reduce number of persons it can be transmitted to
- Contact tracing for early intervention
- Ensuring all workers are aware of the administrative controls
- Ensuring all attendees are aware of public-health measures

Risk-Assessment Terminology

There are five important terms you need to understand when conducting a risk assessment:

1. **Hazard:** anything with the potential to cause injury or ill health – e.g. chemical substances, dangerous moving machinery, or, in this instance, COVID-19.
2. **Risk:** risk is the chance that someone will be harmed by the hazard. It also takes account of how severe the harm or ill health could be and how many people could be affected. Because risk is a combination of chance (or likelihood) and severity, it is worthwhile considering both of these terms.
3. **Likelihood (or chance):** chance is a measure of how likely it is that an incident could happen.
4. **Severity (or impact):** severity is a measure of how serious an injury or health effect could be, as a consequence of unsafe working or of an incident.

5. **Control measures:** control measures are simply what steps you are going to take to remove the hazards, or at least reduce the risk of them causing harm to as low a level as possible.

Risk-assessment Process

A risk assessment is a written document that records a three-step process:

1. Identifying the hazards in the workplace(s) under your control
2. Assessing the risks presented by these hazards
3. Putting control measures in place to reduce the risk of these hazards causing harm

1. Identifying the hazards in the workplace(s) under your control

The first step is to identify all the hazards in the workplace. A hazard is anything with the potential to cause injury or ill health. With respect to COVID-19, event organisers must identify situations where there is a risk of transmission of the virus. The event risk assessment is based on identifying the contact points (CP) of where, when and how (airborne, surface contact or personal physical contact) transmission is most likely to occur, and implementing the controls best able to reduce the risk of transmission.

Once you have identified the hazards, you can start to assess the risks.

2. Assessing the risks presented by these hazards

Risk means the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. Risk also depends on the number of people who might be exposed to the hazard. In assessing the risk, you should calculate:

- How likely it is that a hazard will cause harm
- How serious that harm is likely to be
- How often and how many people are exposed

Likelihood x Severity = Risk Rating

The simplest way to quantify the risk is low, medium or high:

Low risk: this is where the likelihood of an accident occurring is low and the severity is low – e.g. a worker carrying out duties independently out of doors.

Medium risk: as the level of likelihood or severity increases, a hazard may be assessed as a medium risk – e.g. working indoors in a shared space. You should use control measures to reduce these hazards to low risk.

High risk: you should focus on high-risk hazards first, as there is a likelihood that infection will occur and, if it does, there could be serious ill health or death – e.g. highly congested areas indoors where physical distancing cannot be managed.

The below table shows a simple three-scale rating matrix.

Likelihood

		Low	Medium	High
Severity	High	Medium	High	High
	Medium	Low	Medium	High
	Low	Low	Low	Medium

When assessing risk it is important to consider who may be exposed to a specific hazard. This may include workers, attendees and the general public not attending or associated with your event.

You should also consider vulnerable groups for which you may need to put in place additional control measures, such as:

- People with language disabilities or for whom English or Irish is not a first language
- People with different abilities or disabilities

3. Putting control measures in place to reduce the risk of these hazards causing harm

Once you have looked at the hazards in your workplace and identified the level of risk, you are ready to start the final step of the process: deciding the control measures or infection prevention-and-control measures. Control measures include actions that can be taken to reduce the potential of exposure to the hazard, to remove the hazard, or to reduce the likelihood of the risk of exposure to that hazard being realised. Control measures should be reasonably practicable measures so as to mitigate the risk of transmission of COVID-19 to a tolerable or acceptable level.

Control measures may include but are not limited to:

- Physical-distancing measures
- Cleaning and disinfecting
- Hand hygiene
- Respiratory etiquette
- Screening measures
- Training and communication

The table below gives an example of COVID-19 risk assessment.

Step 1 Identify hazards		Step 2 Assessing the risks				Step 3 Control measures and further action		
Subject area	Hazards and effect	Who is at risk?	Level of risk (Your estimate of the risk level by combining likelihood and severity. For example, High, Medium, or Low)			Controls measures (to reduce risk levels to as low as possible)	Action by whom and by when	Date completed
			Likelihood	Severity	Risk rating			
Example Crowd ingress	*Example* Queuing: inability to physically distance – risk of infection and spread of the virus	*Example* Attendees Workers General public	*Example* Medium	*Example* Medium	*Example* Medium	*Example* • Queuing systems in place • Designated ingress/egress points • Stewarding plan in place and stewards in position directing attendees • Ticketing system in place and tested • Allocated entry times for sessions • Queues repositioned for physical distancing • Removal of street furniture in the direct vicinity of the venue • Installation of COVID-19-specific signage • Position Compliance Officer at the entrance during ingress	*Example* Event organiser (event controller)	*Example* 1 week from the event 1 hour from the event
Attendee behaviour	Non-compliance with physical distancing and personal hygiene protocols	All	Medium	High	High	• Queuing systems in place at appropriate locations • Stewarding plan in place with sufficient stewards to monitor attendee behaviour and provide guidance • Communication plan for all key safety messages, including event signage • Promote to all parties in advance the physical-distancing and hygiene protocols to be followed at the event, together with a reminder of self-responsibility	Head of Security Site management	During the event

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chomhairle
ealaíon

						• Ensure reminders onsite, including signage and PA announcements		
Egress at event of day	Inability to physically distance – risk of infection and spread of the virus	All	High	High	High	• Exit routes and exit gates identified and assessed for adequate exiting capacity • Signage installed to encourage physical distancing • increasing exit opportunities if necessary (through fire exits, vehicle doors, etc.) • Ensure adequate stewards available to reinforce physical-distancing guidelines and move crowds on if they gather in exit routes • Queue-management assistance provided at bus stops and taxi ranks as required • Catering areas shall remain open for a short period of time after close of show to spread out egress	Event organiser (event controller) Head of Security Site management	

Appendix 2. ALCOHOL-BASED HAND SANITISER ADVICE FOR SAFE USE

The Arts Council and Fáilte Ireland

Installation of hand-sanitiser dispensers both within rooms and outside rooms within corridors should take into account the following directions:

- Individual alcohol-based hand-sanitiser dispensers do not exceed a maximum individual capacity of 1.2 litres.
- Dispensers are not installed above electrical outlets, light switches, heat sources or potential ignition sources. They should be 1.2 metres or more away from same, or as far away as is possible, and the risk assessed.
- They shall be affixed to a non-combustible wall surface, such as plasterboard, block or concrete.
- No bins, presses or other such items to be located proximal to hand-sanitiser dispensers.
- The hand-sanitiser activation button should be located 1.2 metres above floor level to allow persons in wheelchairs to access it.
- Hand-sanitiser dispensers are to be located in well-ventilated areas with no open drains or access points to waste/drainage.
- A drip tray is to be located under dispensing point, and any waste is to be disposed of safely and regularly into a fire-resistant waste container.
- Corridors where hand-sanitiser dispensers are installed should be a minimum width of 2 metres and should not be provided with a combustible floor covering, such as carpet. (Note: the hand sanitiser may damage historic floor surfaces.)
- Hand-sanitiser dispensers that project more than 90mm into a corridor are clearly noted in the facility's health-and-safety plan.
- Additional fire extinguishers to be located near hand-sanitiser dispensing point. Fire extinguishers should be dry-powder of wet-chemical type. (Note: water and AFFF foam extinguishers are ineffective on chemical-based fires (class C).)
- All storage on floors of replacement alcohol-based hand-sanitiser containers should be limited in quantity to the week's requirements and shall be within approved flammable-liquid storage cabinets.
- Bulk storage of hand sanitiser should be in a properly ventilated and fire-resistant room located remotely from the main building and away from escape routes; smoke detectors should be provided and linked to the main alarm in this room. (Note: bulk storage is considered to be any storage over 50 litres.)
- Avoid transferring the hand sanitiser to the dispensers within the bulk-storage room; this should ideally be done externally or in a well-ventilated hazard-free room. Clean up any spills immediately. Dispose of spills/clean-up materials with flammable/hazardous waste.
- All staff should be made aware that there is a very small risk of high-alcohol content hand sanitiser being ignited due to a build-up of static electricity. While these events are extremely rare, staff should allow time for sanitiser to be completely absorbed into the skin prior to commencing any work activity.

- All staff must be made aware that there exists the possibility that static electricity (generated from various sources, including clothing) can ignite the alcohol in the hand sanitiser and that they must wait/be careful before rubbing hands together, or can touch metal by hand prior to putting hand sanitiser on hands.
- A risk assessment and review of training and fire-safety measures to be undertaken prior to installation of hand-sanitiser dispensing units, with specific reference to these units and the hazard of fire.

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https://www.failteireland.ie/

APPENDIX 3: Ventilation Protocol - *Work Safely Protocol COVID-19 National Protocol for Employers and Workers* www.gov.ie

Heating, Ventilation and Air Conditioning (HVAC)

The details provided in this section are general in nature and primarily relate to non-healthcare settings.

The spread of the virus is most likely when infected people are in close contact so the risk of getting COVID-19 is higher in crowded and poorly ventilated spaces where infected people spend long periods of time together in close proximity.

It is important to maximise ventilation in areas where people are in close contact. This applies whether the location is a workplace, a residence or other community setting. While large droplets containing the virus will settle onto the surrounding surfaces within seconds, smaller particles can stay suspended for longer. Dilution of indoor air by opening windows and doors or using mechanical ventilation systems can lower the airborne concentration and remove these smaller particles from the air.

Reoccupying workplaces should not, in most cases, require new ventilation systems but improvements to ventilation will help increase the quantity of clean air and reduce the risk of exposure to airborne concentrations of the virus.

Ventilation, refers to the movement of outdoor air into a building, and the circulation of that air within the building or room while removing stale air to improve the air quality. This can be achieved through natural means (e.g. opening a window) or by mechanical means e.g. HVAC systems. While ventilation reduces the amount of virus in the air and the aerosol risk, it will have minimal impact on droplet transmission where people are within 2 metres of each other, or contact transmission (touching surfaces), which is why it is not a standalone measure and continued adherence to other public health advice is absolutely essential.

Ventilation should therefore not be seen as a replacement for the other infection prevention and control measures advised such as hand-washing, surface cleaning, respiratory etiquette, physical distancing, mask wearing and the continued advice to work from home where possible. In addition, the continued need for workers to stay at home if they have any symptoms of COVID-19 or are feeling unwell is crucial too. Employers can also seek to reduce the risk of transmission by limiting the numbers of workers in a given area and paying particular attention to work activities that increase deeper breathing (including singing, physical exertion and shouting).

All of these infection and prevention control and other measures should continue to be adhered to and implemented. The primary principle for improving ventilation is to minimise transmission, so that the level of "fresh" outside air should be maximised therefore reducing the level of recirculated air in the workspace, unless high-efficiency particulate filters (HEPA) are installed in the ventilation system.

Regulatory requirements in the Workplace

The Safety, Health and Welfare at Work (General Application) Regulations 2007, requires employers to make sure there's an adequate supply of fresh air (ventilation) in enclosed areas of the workplace. This can be done by:

• natural ventilation which relies on passive air flow through windows, doors and air vents that can be fully or partially opened. This is the simplest way to ensure adequate air quality in poorly ventilated areas.

• mechanical ventilation using fans and ducts including window fans to bring in fresh air from outside, or

• a combination of natural and mechanical ventilation, for example where mechanical ventilation relies on natural ventilation to maximise fresh air.

Any planned changes to ventilation should consider regulatory requirements under building, food and/or health and safety regulations along with other consequences such as cost, energy use, noise and security.

Assessing ventilation in the workplace

Determining ventilation of enclosed workplace settings should be considered as part of the workplace risk assessment. The priority for the risk assessment is to identify areas of the workplace that are usually occupied and are poorly ventilated. These are also the areas that should be prioritised for improvement to reduce the risk of aerosol transmission of the virus.

A poorly ventilated area may include:

• Areas where people work and where there is no mechanical ventilation or natural ventilation such as open windows, doors or vents etc.

• Areas that use mechanical ventilation if the system recirculates air and has no outdoor air supply in place.

• Areas that are stuffy or smell bad. There are various recommendations made for what the appropriate air changes per hour **(ACH)** could be for different indoor settings. However, the overall objective should be to increase the ventilation in the workspace thereby improving the existing ventilation without impacting on the workers'/occupants' comfort.

Risk Assessment

The following should be considered when developing a workplace risk assessment:

• How do you currently provide ventilation (fresh air) in your workplace? Most ventilation is provided by natural or mechanical means or a combination of both of these.

• How many workers occupy or use the area(s)? The more people who use or occupy an area the greater the risk that an infected person is there, increasing possible exposure to aerosol transmission. Ensuring that workers who have symptoms of COVID-19 or are feeling unwell remain at home is key here. In addition, reducing the number of people who use or occupy an area can also reduce this risk.

• How much time do workers spend in the area(s)? The longer workers spend in an area, the greater the risk. This risk can be minimised by encouraging working from home where possible.

• What work activities take place in the area(s)? Activities that make you breathe deeper, for example physical exertion or shouting, may increase generation of aerosols and increase the risk of transmission.

• How large is the area(s)? The larger the area, the lower the risk as the virus droplets will be diluted and less likely to build up.

• Are there any features in the workplace which might affect ventilation? For example, is there large machinery in use which might impact cross ventilation air flow?

• Do you use open windows?

  o Cross-ventilation is a good option for window ventilation as it facilitates the quick exchange of room air for fresh air through widely opened windows opposite to each other, where possible. o Propping open internal doors may increase air movement and ventilation rate
  o Fire doors should not be propped open unless fitted with approved automatic closers so that they function as fire doors in the event of an alarm or fire.
  o Airing rooms as frequently as you can improves ventilation. Open all the doors and windows fully to maximise the ventilation in a room. This may be best done when the room or area is unoccupied.

 • Do you use desk or ceiling fans? Desk or ceiling fans should not be used in poorly ventilated areas as they may only recirculate the virus droplets rather than remove them from the area. Fans should only be used in areas where there is a single occupant

• Does the workplace have **Local Exhaust Ventilation (LEV)?** Where workplaces have Local Exhaust Ventilation, the make-up air should ideally come from outdoor air rather than from adjacent rooms. The Health and Safety Authority guidance on LEV is a useful resource for advice and guidance and it is available here.

• Does the workplace have multiple or complex ventilation systems in place? For example, different systems on different floors or areas. In such cases, the **CIBSE Ventilation Guidance** can provide additional information. In addition, it may be necessary to retain the services of a ventilation engineer to provide expert advice on what modifications are needed to the mechanical system to reduce any potential transmission risks. Before embarking on use of a service engineer, all other mitigation factors such as reducing occupancy etc., should be considered first.

The employer should also consider the ventilation systems in vehicles used by workers who may travel for work.

In addition to the advice in Section 3 p.43 of the *Work Safely Protocol* regarding vehicle use, the employer should advise that windows in work vehicles are kept open and that ventilation systems are not set to recirculate air.

In cars, partially opening two windows on opposite sides greatly improves ventilation. Once the risk assessment is completed, the employer should communicate the mitigation and control measures to the workers so they know how to further prevent the spread of COVID-19 in the workplace.

General advice in relation to mechanical ventilation

While the use of **HVAC systems** can provide comfortable environmental conditions (temperature and humidity) and clean air in indoor settings such as buildings and vehicles, it is important to check ventilation systems to ensure that there is an adequate supply of fresh air (from a clean source) and that recirculation of untreated air is avoided.

There is no need to switch off air conditioning to manage the risk of COVID-19.

It is advised to speak to the building engineer or system manufacturer before implementing any of the changes or recommendations below relating to mechanical ventilation.

• Disable air recirculation system settings where possible.

• Keep ventilation running all the time regardless of building occupancy, even if on a low setting when building unoccupied. Ensure that demand controlled ventilation settings are turned off where necessary.

• Use the correct filters as per the manufacturer's specifications.

• Ensure regular maintenance of HVAC systems.

• Ensure those who are responsible for maintaining and servicing are trained and competent.

• Avoid the use of ceiling mounted, desk and portable fans where possible as they may only recirculate the virus droplets rather than removing them.

• Extend the hours of nominal HVAC operations particularly in relation to before the building is occupied.

• Avoid directing air flow directly onto individuals or across groups of individuals as this may facilitate transmission.

• Ensure extractor fans in bathrooms are functional and running when in use.

Ensure that such fans are not recirculating air to other poorly ventilated areas of the workplace where workers are exposed.

• Ensure that any changes to ventilation systems introduced do not have negative impacts on worker's comfort levels or do not result in non-compliance with occupational health and safety or building regulations.

Use of carbon dioxide (CO2) monitors as a proxy to identify poorly ventilated areas

Checking CO2 levels may also help determine if ventilation is poor in an area where people work. For example, where there is no mechanical ventilation or natural ventilation in place or for areas that are stuffy or smell bad. However, while checking CO2 levels may be useful in a number of limited settings, they are less effective in work areas used by few people or in large work spaces.

The use of CO2 measurements as an indicator of building ventilation when there are CO2 sources other than people, such as fuel combustion (fires and stoves) and cooking is also not recommended.

Checking CO2 levels is also not a good proxy for transmission risk in spaces where there is additional air cleaning (e.g., HEPA filtration) as these remove the virus but not exhaled CO2. Additional research is needed to determine overall how levels of CO2 can provide a more reliable indicator to show that ventilation is adequate to mitigate transmission risks. Always follow the sensor manufacturer's advice and instructions on care and use of the sensor at all times and ensure adequate training is in place on their use and maintenance. CO2 monitors should never be used as a means to avoid adherence to the infection prevention and control measures recommended by Public Health.

Other equipment and systems

Local air cleaning may be beneficial in reducing risks in some spaces, particularly where it is not possible to increase ventilation using natural or mechanical means as set out above. Such devices typically use HEPA filters. These devices are usually either stand-alone and they can be deployed in any space or installed in a manner similar to a local air conditioning unit. While these devices can increase the air flow, their effectiveness will depend on the volume of the room/area and the flow rate through the device. Therefore, it is important that if considering this as an option the device should be of a suitable specification for the relevant area. Their introduction and use in the workplace should be done as part of an overall assessment of the existing ventilation systems in place to show that their use is necessary.

There are also drawbacks in using these devices – noise emissions are likely and these impacts need to be risk assessed before using them. In addition, operators need to be properly trained to use and maintain them.

As with CO2 monitors, use of such systems are supplementary in nature and should not be seen as a substitute for Public Health advice or ventilation. Guidance and Information

Further information on ventilation is available at:

• HPSC – Guidance on non-healthcare settings

• WHO - A roadmap to improve and ensure good ventilation in the context of COVID-19 across healthcare, non-healthcare and residential settings. Provides useful flow charts to assist in decision making about ventilation.

• ECDC

• Safety, Health and Welfare at Work (General Application) Regulations 2007, S.I. No. 299 of 2007 • Federal Environment Agency, Indoor Air Hygiene Commission (IRK)

• CIBSE Ventilation Guidance

• UK Sage Group – guidance on role of ventilation in controlling SARS-CoV-2 transmission

APPENDIX 4. ARTIST AND PERFORMERS RISK ASSESSMENT AND COVID-19 PLANS

Activities that involve rehearsing or performing can result in close interactions and infection spread in rehearsal areas, onstage, backstage and during breaks before, during and after activities.

Risks of transmission are increased during various activities such as

• Vocalisation

• Playing musical instruments

• Dancing/ performing

Artists and their teams have a responsibility to follow all necessary guidelines and procedures that have been put in place at the event to protect against the spread of COVID-19 and have assessed the relevant risks.

Organisers should discuss this with performers in advance to ensure they are not encouraging attendees to breach event protocols and/or increase the risk of the spread of the virus through their actions (i.e. load chanting/singing, social distancing).

Organisers may include the performance in the event COVID-19 plan and risk assessment.

Artist and performers should nominate a representative to liaise with the organiser's compliance team and ensure compliance performance and event IPCMs.

Organisers should also ensure that artists, performers and entertainers are aware the events IPCMs and of their role in providing a COVID-safe event by complying with physical distancing and hygiene protocols. This includes safeguarding the welfare of their colleagues and patrons of the event at which they are working.

In the instances of producing models, where the organiser is the employer of the artists and performers, organisers should ensure the performance and associated activities are included in the COVID-19 risk assessment and plans.

INFECTION PREVENTION AND CONTROL MEASURES When determining the appropriate control measures for artists and performers, consideration should be given to physical distancing of performers with additional protection measures where required, such as physical screens, or, facing brass and woodwinds away from crowds and other performers. Organisers should also consider:

• Distancing for audiences and performers depending on activities;

• Reducing the duration of the shows;

• Reducing numbers of performers on stage;

• Face covering/masks for performers on and off the stage – singers face shields;

• Increase ventilation in performance areas and during change over periods;

• Increase cleaning and disinfection to reduce fomite transmission;

• Physical screens between performers and backstage workers;

• Performer testing and screening regimes;

• Consideration of performers effect on the crowd behaviour;

• Updating 'Show Stop' procedures for significant crowd noncompliance.

Event Organisers should agree with co-producers, artists and workers all working procedures, responsibilities and protocols throughout rehearsals, build, technical installations, show days to load out.

Artists and performers should practice physical distancing as far as practicable while on the stage and throughout the performances unless they are working in a pod.

The stage and ancillary areas should be cleaned before and after use and hand sanitizers available to use when they go on and off the stage.

 Performers should not be permitted to partake in high-risk activities such as crowd surfing, moving through the crowd or throwing personal items into the crowd.

CLOSE CONTACT ACTIVITIES

As part of live performances close contact activities and shared equipment can be unavoidable such as costume fitting, hair and makeup, working with sound and amplification equipment. COVID-19 risk assessments and plans should be carried out and prepared for all activities to ensure compliance with current Government guidance.

Some performers may be operating in a close contact pod which may permit them to work in close contact without face covering/masks. In certain circumstances it may be appropriate to consider the implementation of a testing regime to reduce the risk of infection spread amongst key workers.

PERFORMANCE LOCATION

The location and orientation of the performance area will determine the appropriate infection prevention and control measures required to reduce the risk of transmission between performers, other workers and patrons.

Stage areas have many touch points including ramps, load in areas, designated workspaces etc. Performances on the ground (circus or street performance style for example) will require appropriate barrier systems and/or management to ensure physical distancing between performers and patrons can be maintained.

PERFORMER AND ARTIST AREAS

Organisers shall be responsible for ensuring that event facilities for performers and artists such as green rooms, dressing rooms and rehearsal spaces are included in the event plan and that they are managed and operated in compliance with Government guidance and public health advice.

Where there are multiple performers or artists using the facilities (green rooms, staging etc.) thorough cleaning and disinfecting should be carried out before and after each use to avoid potential cross contamination.

Room capacities should be clearly signposted on entry. Organisers should consider all people to these areas (guests, artist liaisons, stage managers etc.).

ARTIST TRAVEL AND QUARANTINE TEST

Workers including artists, performers and touring crew/workers must adhere to the Government Restrictions with respect to international travel. It should be noted that local national guidance will supersede guidance of country of origin, or native country.

Organisers should carefully monitor the official advice and information from the Irish Government and the Department of Foreign Affairs.

SHOW PRODUCTION EQUIPMENT AND CARGO

Commercial hauliers for international cargo and freight must follow Government advice and restrictions with respect to deliveries and transport. There may be delays at ports as a result of COVID- 19. Additional measures may be required for equipment imported from overseas such as disinfection and/or quarantine of equipment which cannot be effectively sanitised.

Production equipment and cargo should be sanitized when loaded and unloaded at the event venue. Any equipment that cannot be adequately disinfected (e.g. speakers, softly furnished items) may be quarantined in an allocated area. This can be inclusive of transit time if minimally touched during transit.

Once the event has concluded, workers can clean and disinfect equipment, in preparation for freight. In addition to face covering/masks, workers should ensure they wash and sanitise their hand regularly after handling equipment and cargo to prevent contamination.

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