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**BACK IN THE CIRCLE:**

***Guidance On Operating Affiliated Youth Theatres under COVID Public Health Measures***

# This Youth Theatre Ireland guidance for affiliated youth theatres is intended to be a living document that will be updated as Government advice is updated. You can stay up-to-date with guidance for the youth work sector by checking the Department of Children, Equality, Disability, Integration and Youth’s (DCEDIY’s) website for updates to their [Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/) (most recent update June 9th ) and check other relevant government advice on [Gov.ie](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/).

**1 INTRODUCTION**

Youth Theatres have displayed enormous innovation throughout the COVID-19 crisis: moving activities online; delivering socially distanced workshops; creating outdoor and indoor socially-distanced performances and digital productions in response to prevailing guidance; and supporting young people’s creativity and wellbeing through these challenging times. It has been truly inspirational!

As we continue to live with COVID-19 and adapt to evolving public health measures, your youth theatre will need to assess how it can operate safely. This resource seeks to highlight issues from governmental guidance which may help you develop your youth theatre’s plans and meet your organisational responsibilities.

It is important to note that this guidance is developed specifically for youth theatres affiliated to Youth Theatre Ireland. Youth Theatre Ireland is a national youth work organisation, funded through the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). Youth Theatre Ireland and its affiliated youth theatres deliver a specialist youth arts practice and adhere to the DCEDIY’s guidance for youth work organisations during the COVID-19 pandemic.

# This guidance for youth theatres has been developed in the broader context of DCEDIY’s [Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/), the Government’s [New Public Health Measures Announced: The Path Ahead](https://www.gov.ie/en/press-release/0bd80-new-public-health-measures-announced-the-path-ahead/), The Arts Council’s [COVID-19 Reopening Guidelines](http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Contact_us/COVID-19/YPCE%20C-19%20Reopening%20Guidelines_April%202021.doc.pdf) (YPCE) and the [Work Safely Protocol](https://enterprise.gov.ie/en/Publications/Work-Safely-Protocol.html). Key, recent updates to guidance are highlighted in red.

**2 WHAT GUIDANCE SHOULD I FOLLOW WHEN PLANNING ACTIVITIES?**

Affiliated youth theatres should follow the guidance for the youth work sector that is outlined in the Department of Children, Equality, Disability, Integration and Youth’s (DCEDIY’s) [Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/). This youth sector guidance encapsulates the key elements of the ongoing approach set out in the Government’s COVID-19 Resilience and Recovery 2021: The Path Ahead*,* and reflects each of the five levels of public health measures*.* Affiliatedyouth theatres should create their own plans for each level that are informed by the DCEDIY Guidance and their individual circumstances (e.g.; access to a suitable venue; decision-making by management / governance; profile and comfort levels of the membership and leaders; funding levels etc.). Affiliated youth theatres can also refer to the Arts Council’s [COVID-19 Reopening Guidelines](http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Contact_us/COVID-19/YPCE%20C-19%20Reopening%20Guidelines_April%202021.doc.pdf) (YPCE) where relevant (see Page 4).

*PLEASE NOTE*: All developing youth theatres working outside of a funded youth work context and other types of drama groups / classes working with children and young people, should adhere to the Government’s current public health measures under [New Public Health Measures Announced: The Path Ahead](https://www.gov.ie/en/press-release/0bd80-new-public-health-measures-announced-the-path-ahead/) and follow guidance contained in The Arts Council’s [COVID-19 Reopening Guidelines](http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Contact_us/COVID-19/YPCE%20C-19%20Reopening%20Guidelines_April%202021.doc.pdf) (YPCE). Developing youth theatres that are working towards affiliation with Youth Theatre Ireland can email [eoghan@youththeatre.ie](mailto:eoghan@youththeatre.ie) with any queries.

As you absorb the national guidance and consider the best way to continue youth theatre activities over the coming months, here are a few prompts to help you discuss your next steps:

* As you move between different levels of public health measures, what are the comfort and interest levels of your young people, their parent/guardians and your staff/volunteers around working ‘in-person’ and working online?
* Do young people and their parents / guardians understand and support your adherence to DCEDIY guidance for the youth work sector?
* When allowed, do you have access to a suitable outdoor space where you can run ‘in-person’, socially distanced workshops?
* When allowed, do you have access to your regular indoor space where you can run ‘in-person’, socially-distanced workshops? Will your regular venue accept your adherence to DCEDIY guidance and is it compatible with the guidance they are operating under? How will social distancing and other health and safety considerations impact on your use of the venue?
* Where ‘in-person’, socially-distanced workshops are allowed, how will you run your workshop programme? Will you choose to run more workshops to accommodate everyone and can you afford the extra facilitator or venue costs? Will you choose to reduce workshop lengths or offer workshops on alternate weeks? Or will you design a blended programme that alternates small-group workshops and whole-group digital youth theatre experiences!
* How will your youth theatre choose to share its work with wider audiences this year? Will you produce online theatre events through platforms like zoom? Or will you create short films with your young people and make them available online? Will you create podcasts or films which can be experienced by audiences in a site-specific context? Or do you plan to create outdoor theatre events where numbers of performers and audience members comply with prevailing public health measures?
* How adaptable is your programming? Can you move your youth theatre programme online if the country or your county moves higher up the levels or if you have difficulty accessing a venue? Will digital youth theatre activities be central to your programming plans or a fall-back plan if ‘in-person’ activities are no longer possible?
* What do your young people need and what do you have the resources / capacity to deliver?

**Youth Sector Guidance**

The table below provides guidance for the operation of youth services and supports where each of the five levels is in force, either at a national or a local level. **Ireland is considered to be under Level 3 restrictions, with adjustments, for the purposes of this Guidance.**

Youth services will need to remain alert to which of the five levels applies at any given time. They will need to have individual protocols in place in respect of each level so they adapt quickly in a time of uncertainty. You can find out about current levels and public health measures on the gov.ie website [here](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/).

* The guidance provided in the table below is indicative and is subject to ongoing public health advice.
* In the delivery of services, youth services should take account of local factors such as the developing disease profile in their area, seeking HSE advice where necessary. Services should follow the procedures outlined in the Organisational Guidelines in Section 4.
* Please note that group numbers listed in the table below are inclusive of everyone in the group i.e., young people, youth workers, and volunteers.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXCERPT from the DCEDIY guidance included in [*Guidance for Youth Organisations:* Informed by the Government’s *Resilience & Recovery 2020-2021: Plan for Living with COVID-19 (June 9th* )*.*](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/)Please download the [full document](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/) for a complete list of guidance for all youth work activities*.* | | | | | |
| Heading | **Level 1** | **Level 2** | **Level 3**  **For the purpose of this guidance Ireland is to be considered at Level 3** | **Level 4** | **Level 5** |
| Remote working i.e. Online | Remote forms of service delivery should be utilised as appropriate | Remote forms of service delivery should be utilised as appropriate | Remote forms of service delivery should be utilised to limit congregation as far as possible | Remote forms of service delivery should be utilised to limit congregation as far as possible | Remote forms of service delivery are the primary means of providing support |
| Structured Small Group Work | * Remotely * May operate structured small groups | * Remotely * May operate structured small groups | * Remotely * Groups of up to 6 may operate indoors, subject to appropriate public health measures e,g, physical distancing, face masks). The preferred form of service delivery remains outdoors. * May operate groups of up to 15 outdoors | * Remotely * May operate groups of up to 15 outdoors * May operate multiple   groups if sufficient space and strict public health protocols are in place   * There should be no mixing between groups e.g. staggered start-times, no sharing of facilities, no congregating at entries and exits | * Remotely * May operate groups of up to 15 outdoors * May operate multiple groups if sufficient space and strict public health protocols are in place * There should be no mixing between groups e.g. staggered start-times, no sharing of facilities, no congregating at entries and exits |
| Structured Large Group Work | * Remotely * May operate groups of up to 100 indoors and 200 outdoors | * Remotely * May operate groups of up to 50 indoors and 100 outdoors | * May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15 as previously provided for. | * Remotely | * Remotely |
| Residential | * Further guidance to be provided | * Further guidance to be provided | * **May take place**. The services should follow all public health guidance with particular attention to the sector specific guidance set out in Failte Ireland’s [“Guidelines to Re-opening”.](https://covid19.failteireland.ie/operational-guidelines/?utm_source=Stay+in+touch+with+NYCI&utm_campaign=143c1a0760-Covid-19+update-11-06-21&utm_medium=email&utm_term=0_c5e3fd8386-143c1a0760-390932485&mc_cid=143c1a0760&mc_eid=3964110d80) Youth Theatres should follow the appropriate guidelines for the host of their residential event. There should be a Covid plan in place with procedures to allow a maximum of 6 households to mix. If you are planning residential work with your youth theatre and unsure of which sector specific guidaelines to follow please contact [eoghan@youththeatre.ie](mailto:eoghan@youththeatre.ie) for support. | * Should not take place | * Should not take place |
| Large Group Events | * Remotely * Groups of up to 100 indoors * Groups of up to 200 outdoors | * Remotely * Groups of up to 50 indoors * Groups of up to 100 outdoors | * Remotely * May operate groups of up to 100 outdoors subject to adherence to public health guidance and having procedures in place to minimise mixing in so far as practicable e.g. through organising activities based on maximum household mixing and/or pods of 15 as previously provided for. | * Remotely * Groups of up to 15 outdoors | * Remotely * Groups of up to 15 outdoors |
| Support and training of youth worker / volunteer | * Remotely * In person training of groups of up to 15 with 2m physical distance | * Remotely * In person training of groups of up to 15 with 2m physical distance | * Move primarily online * Limit congregation as far as possible | * Move primarily online * Only essential attendance on site | * Remotely |
| Work Meetings | * Should take place remotely if possible | * Should take place remotely if possible | * Should take place remotely unless attendance is absolutely essential | * Should take place remotely unless attendance is absolutely essential | * Remotely |
| Opening of premises[[1]](#footnote-1) | * Based on a risk assessment and having regard to public health guidance the premises may open | * Based on a risk assessment and having regard to public health guidance the premises may open | * Based on a risk assessment and having regard to public health guidance the premises may open (max group size of 6 indoors) | * Based on a risk assessment and having regard to public health guidance the premises may open (max group size of 6 indoors) | * No public access * Allow access to offices for staff and volunteers for essential business related tasks |

**Arts Sector Guidance**

Under [New Public Health Measures Announced: The Path Ahead](https://www.gov.ie/en/press-release/0bd80-new-public-health-measures-announced-the-path-ahead/), restrictions for the arts sector and arts events are specifically mentioned under: Indoor Gatherings; Outdoor Gatherings; and Museums, Galleries and Other Cultural Attractions.

[On May 10th](https://www.gov.ie/en/press-release/0bd80-new-public-health-measures-announced-the-path-ahead/), galleries, museums, libraries and other cultural attractions re-opened and outdoor gatherings (controlled environments with a named organiser, owner or manager) of up to 15 people have been allowed to take place since that date (which can include outdoor arts events).

The Arts Council has published [COVID-19 Reopening Guidelines](http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Contact_us/COVID-19/YPCE%20C-19%20Reopening%20Guidelines_April%202021.doc.pdf) for the Young People, Children and Education sector (YPCE). Please note this guidance was published on April 26th. The Arts Council have committed to updating this guidance as public health measures evolve and you should check the date of revision / publication whe reading it. The information contained in the document has been compiled from government guidelines and outlines how children and young people can continue to access arts and culture services as safely as possible, alongside YPCE work delivered in education settings and the funded youth work-sector. The Arts Council guidance outlines that arts and culture services that fall under the definition of ‘youth work’ and operate in the funded youth work sector (e.g., Youth Theatre Ireland and its affiliated youth theatres) should continue to adhere to DCEDIY guidance for the youth work sector and refer to the Arts Council guidance where relevant.

Additional Arts Council guidance which may be of interest to affiliated youth theatres includes:

* **Guidance on performances for live streaming and broadcasting** – Page 21. Please note that Youth Theatre Ireland recommends that all affiliated youth theatres adhere to the number restrictions for indoor and outdoor work with young people contained in the DCEDIY guidance for youth work (see above). Affiliated youth theatres should not interpret the information contained on Page 21 of the Arts Council guidance as permission to rehearse and perform for livestreaming or broadcasting both indoors and outdoors at all levels of restrictions with no limits on maximum numbers. The guidance quoted on this page of the Arts Council guidelines is qualified by definitions within the Broadcasting Act 2009 and adherence to the [Return to Production Guidelines for the Creative Screen Industry](https://www.screenproducersireland.com/news/return-production-guidelines%C2%A0-creative-screen-industry) and the [Work Safely Protocol](https://www.gov.ie/en/publication/bb7fd-work-safely-protocol/) for workplaces, employers and employees.
* **Guidance for organised events including performances** – Page 22 (guidance dated Apr 26th)
* **Guidance on performances and attendees** – Page 31
* **Guidance on choral work** – Page 39/40

**Useful Updates for the Arts Sector can be found here:**

Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media’s website: <https://www.chg.gov.ie/>

Theatre Forum *Arts Centres – Working During COVID-19*: <https://www.theatreforum.ie/assets/uploads/Arts-Centre_-Working-During-Covid_v.27.11.pdf>

Theatre Forum *Safe Creation and Staging of Work During COVID 19* [*https://theatreforum.ie/assets/uploads/Creation\_Document\_D5\_Links.pdf*](https://theatreforum.ie/assets/uploads/Creation_Document_D5_Links.pdf)

Theatre Forum *Creating Work Guidelines*: <https://www.theatreforum.ie/assets/uploads/Theatre-Forum_Creating-Work_v.9.9.20.pdf>

Arts Council: <http://www.artscouncil.ie/COVID-19/>

The National Campaign for the Arts (twitter): <https://twitter.com/campaign4arts?lang=en>

**3 OVERARCHING GUIDANCE**

# The following information is an extract from[*Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19*](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/)*.* For up-to-date information on protecting yourself and others, and general public health advice, see also the [HSE](https://www2.hse.ie/coronavirus/) and [Gov.ie](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/) websites.

|  |  |
| --- | --- |
| **KEY PRIORITIES**  **for individuals and groups, which underpin every level, are summarised as:** | |
| **Individually** | **Collectively** |
| * Frequent handwashing; cough and sneeze etiquette, avoid touching eyes, nose and mouth, regularly cleaning and disinfecting surfaces * Keep a safe distance of 2 metres from other people, especially those not among your close contacts * Minimise your number of close contacts as much as possible and keep a record of your daily contacts * Wear a face covering when using public transport, in retail settings or any other indoor setting where physical distancing cannot be maintained. You should wear a face covering in crowded workplaces, places of worship and in busy or crowded outdoor spaces where there is significant congregation. * Follow public health advice on restricting the number of visitors to private homes * Know and self-monitor for the symptoms of COVID-19. If you have symptoms, self- isolate and contact your GP without delay * Stay informed of the current situation through trusted information sources and follow official public health advice * Avoid all non-essential travel overseas and reduce personal non-essential travel | * Ensure that gatherings of people are kept to a minimum, and in any event limited to the maximum numbers set out in the prevailing public health advice. * Maintain physical distancing at all gatherings. * At gatherings take all reasonable steps to ensure that a record of those attending is kept in order to facilitate rapid contact tracing * Businesses, organisations and workplaces should continue to adhere to public health advice and guidance relevant to their sector and should develop dedicated plans for all levels * Workers and businesses that can work remotely from home should continue to do so |

|  |
| --- |
| **KEY PRIORITIES**  **for the youth work sector are summarised as:** |
| * Remain vigilant in relation to public health advice, specifically on hand hygiene, cough etiquette, physical distancing, face coverings and, how to identify and respond to signs and symptoms of COVID-19. Effectively communicate such advice to workers, volunteers and young people connected to the service. * All activities should have regard to all other relevant requirements and good practice e.g. child protection, safety and wellbeing of staff and volunteers.   **Physical Distancing**  A distance of 1 metre should be maintained between individual young people and youth workers in a youth work setting consistent with advice for schools. Youth services may wish to consider the follow options to support physical distancing:   1. Reconfigure spaces to maximise physical distancing; 2. Utilise and reconfigure all available space in order to maximise physical distancing; 3. Review operating times; 4. Reconfigure groups; 5. Consider use of live streaming; and 6. Access available spaces within the local community   **Where working with physical distances of 1 metre, face coverings should be used.**  **Groups**   * Where possible, areas should be allocated consistently to the same youth workers and young people rather than having spaces that are shared. * If a gathering is divided into groups, there should be clear separation of groups to ensure there is no contact between the groups. The objective is to limit contact and sharing of common facilities between people in different groups as much as possible. * To the greatest extent possible, young people and youth workers should consistently be in the same groups. * Youth workers who move from group to group should be limited as much as possible   **Maximum Group Sizes**  The maximum size for a service should be calculated having regard to the space available. It should be based on ensuring that at least 1m physical distancing can be maintained, and take account of any other capacity restrictions, which may pertain in accordance with child protection or fire safety requirements. The table below illustrates the maximum group size allowable at each level and is inclusive of both young people and youth workers.   |  |  |  | | --- | --- | --- | | **Level** | page5image1649408**Maximum Group Size Indoor** | **Maximum Group Size Outdoor** | | 1 | page5image1651488100 | 200 | | 2 | 50 | 100 | | 3 | 6 | 100 | | 4 | 0 | 100 | | 5 | 0 | 15 |   Outdoor options should be utilised in all cases where available and feasible.  The maximum size applying to each service in its given venue should be calculated and published on the door or at the entryway to the venue. Youth work services are responsible for the signage on facilities they operate in. Signage should be displayed on all occasions when the facility is being used. Temporary signs are advised for non-owned facilitates.  **Contact Tracing**  A record of physical attendance should be kept in order to facilitate rapid contact tracing.  **Travel to Work/Services**  Under Level 5 of the Government’s Resilience & Recovery 2020-2021, people are asked to stay at home and to work from home unless providing an essential service for which their physical presence is required. In line with this guidance, youth workers, both staff and volunteers, may, with the permission of the management of their service, exceed the prevailing domestic travel restrictions in order to facilitate the provision of youth services. Similarly, where necessary, a  young person may, within reason, exceed the prevailing domestic travel restrictions in order to attend a funded youth service. |

**4 ORGANISATIONAL GUIDANCE**

The Department of Children, Equality, Disability, Integration and Youth’s (DCEDIY’s) [*Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19*](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/)sets out detailed guidance for organisations as they continue to operate at the various levels ofpublic health measures outlined in Government guidance. DCEDIY guidance states that **“at least one lead representative should be appointed and charged with ensuring that COVID-19 measures are strictly adhered to.”** The guidance also states that:

*“The health and wellbeing of young people, volunteers and staff is the paramount consideration at all levels of the plan. It is recognised that services will need to take account of the individual circumstances of staff and service users in the planning of future provision and will also need to be able to respond flexibly where individual circumstances or broader contextual factors change.”*

Youth theatres are set up in many different ways - with some being run by parent organisations (like arts centres or youth services) and some being run as autonomous organisations with committees, some may have their own venue and some may rent a weekly space – so the organisational responsibilities for every youth theatre may look a little different as they continue operations under COVID-19 public health measures. Please consult the [full guidance](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/) for a detailed breakdown so you can judge which measures relate to your set-up. Some of the key issues raised in the guidance document include:

**Staff & Volunteer Management**

* Organisations should develop risk-based plans for the preparedness and implementation of measures during each level.
* Organisations should implement **COVID-19** **prevention and** **control measures** to minimise risk to workers, volunteers and young people.
* Staff and volunteers should complete a self-declaration **return to work form** on initial return to work, and additionally after any sick or travel absence (see appendix).
* A **contact tracing log** should be developed, updated and made available to staff / volunteers. The contact log should contain details of **all persons** at youth theatre activities or at your youth theatre premises in any given day and include staff, facilitators, volunteers, young people etc. This will assist in contact tracing should a person be confirmed as positive (see appendix).
* Employers have an obligation to provide relevant **training** to staff on COVID-19 issues. The National Youth Council of Ireland (NYCI) and the Department of Children, Equality, Disability, Integration and Youth’s (DCEDIY)have developed an official Covid-19 Induction Session for Youth Services. The Induction Session is free of charge, is offered through the NYCI E-Learning Platform and can be completed remotely before a return to youth theatre activities. You can access the Induction Session [here](https://learning.youth.ie/courses/covid-19-induction-session-for-youth-sector/). DCEDIY’s [*Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19*](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/)also includes a checklist for issues to cover in a return to work / induction meeting within the appendices of the guidance.
* Before moving to any new level, a **risk assessment** process should be established and completed by management in consultation with persons accessing premises. See the risk assessment template in the appendix for prompts on how to develop a relevant risk assessment for your youth theatre.
* Special arrangements should be put in place for staff, volunteers and young people in higher risk categories according to HSE guidelines.
* Staff and volunteers should monitor adherence with physical distancing and other rules set out in Government guidance documents.
* Face coverings and gloves should be utilised in line with Government advice.
* Employers should update their COVID-19 Response Plan. For more information on the COVID-19 Specific National Protocol for Employers and Workers and an employer’s responsibility to develop and update a COVID-19 Response Plan, see the [Work Safely Protocol](https://enterprise.gov.ie/en/Publications/Work-Safely-Protocol.html) (May 2021) prepared by the Department of Business, Enterprise and Innovation and the Department of Health.

**Operational premises (both owned and rented)**

* Appropriate signage should be prominently displayed – see <https://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/> and <https://www.hse.ie/eng/services/covid-19-resources-and-translations/translated-covid19-information/>
* Cleaning of work areas must be conducted at regular intervals.
* Hand hygiene should be supported through the provision of sanitiser.
* Where possible, an area should be identified and made available to isolate a person becoming unwell during youth theatre activities.

## **Identification and Isolation Procedures**

* Organisations should develop and update policies and procedures for prompt identification and isolation of workers, volunteers or young people who may have symptoms of COVID-19, as appropriate.
  + - Organisations will:
    - Provide appropriate [training](https://learning.youth.ie/courses/covid-19-induction-session-for-youth-sector/), online and/or onsite, for all workers and volunteers (see above).
    - Keep a log of contact/group work to facilitate contact tracing (see appendix).
    - Inform young people, workers, volunteers and others of the purpose of the log.
    - Provide up to date information on the Public Health advice issued by the [HSE](https://www2.hse.ie/coronavirus/) and [Gov.ie](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/).
    - Provide instruction for workers and volunteers to follow if they develop signs and symptoms of COVID-19 during work or if a young person develops signs and symptoms of COVID-19 while availing of a youth service.
    - Workers and volunteers will:
    - Make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing.
    - Self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms.
    - Report to managers immediately if any symptoms develop during the shift.

**Occupational Health and Safety**

* All existing Occupational Health and Safety provisions will continue to apply to all workplaces during this time and further information and advice is available on the [Health and Safety Authority website](https://www.hsa.ie/eng/).

**Communications**

* Youth theatres should ensure that they have in place a plan to communicate the guidance, return to work procedures, and additional public health measures required in line with the most recent Government guidelines to all involved in their youth theatre.
* Youth theatres should communicate their plans and procedures clearly to stakeholders and tailor communications for their young people and parents / guardians (see Youth Theatre Ireland template resource).

**5 YOUTH THEATRE IRELAND TEMPLATES**

Youth Theatre Ireland have created a suite of templates which can be adapted to support your youth theatres return to ‘in-person’ work with young people when it is allowed under public health measures. The resources will help you draft COVID procedures for your youth theatre, develop the necessary administration to support young people’s safe re-engagement with ‘in-person’ work and help you communicate your approach to young people, parents and guardians. The following templates can be downloaded from the Youth Theatre Ireland website: <https://www.youththeatre.ie/resources/covid-19-guidance-for-youth-theatres>

To access all of the templates, ensure you are logged into the members section of Youth Theatre Ireland’s website to view the following:

* Sample Letter to Young People / Parents / Guardians (Word) https://www.youththeatre.ie/content/images/Sample-Letter-to-Young-People-Parents-Guardians.docx
* Sample COVID-19 Procedures for Youth Theatres (Word) https://www.youththeatre.ie/content/images/Sample-Covid-19-Procedures-for-Youth-Theatres.docx
* Sample COVID-19 Declaration Form (for members aged under 18) (Word) https://www.youththeatre.ie/content/images/Covid-19-Declaration-Form-Under-18.docx
* Sample COVID-19 Declaration Form (for members aged 18 & Over) (Word) https://www.youththeatre.ie/content/images/Covid-19-Declaration-Form-18-Over.docx
* Sample COVID-19 Declaration Form (for Leaders) (Word) https://www.youththeatre.ie/content/images/Covid-19-Declaration-Form-Leader.docx
* Sample COVID-19 Contract Tracing Log (Word) https://www.youththeatre.ie/content/images/Sample-COVID-19-Contract-Tracing-Log.docx
* Sample Membership Form - Under 18s (Word) https://www.youththeatre.ie/content/images/Sample-Membership-Registration-Form-Under-18.docx
* Sample Membership Form 18s and Over (Word) https://www.youththeatre.ie/content/images/Sample-Membership-Registration-Form-18-Over.docx

**6 USEFUL TEMPLATES**

**Pre-Return to Work Questionnaire COVID-19**

This questionnaire must be completed by workers at least 3 days in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Questions** | **YES** | **NO** |
| 1. | Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? |  |  |
| 2. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? |  |  |
| 3. | Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day) |  |  |
| 4. | Have you been advised by a doctor to self-isolate at this time? |  |  |
| 5. | Have you been advised by a doctor to cocoon at this time? |  |  |
| 6. | Have you been advised by your doctor that you are in an at risk group?  If yes, please liaise with your doctor and Manager re return to work. |  |  |

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

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

**Contact Tracing Log**

**(from** [Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/))

To ensure the Safety & Health of everyone, this contact log should contain details of **all persons** at youth theatre activities, or at your youth theatre premises, or involved in any off-site activity, on any given day. This includes staff, facilitators, volunteers, young people, visitors, parents/guardians etc. This will assist in contact tracing should a person be confirmed as positive. To protect the privacy of people’s data, the log should be completed by a staff member / regular facilitator and stored in a safe manner according to your data protection policy. Logs should be destroyed after 14 days. A new log is to be filled in daily

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| --- | --- | --- | --- | --- |
| **Name** | **Reasons for being at youth theatre activities / premises?** | **Mobile Number** | **Total time at the youth theatre activity /premises** | **Was 2m distance maintained at all times? Yes /No** |
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**Risk Assessment Prompt Sheet**

**(from** [Guidance for Youth Work Organisations - Informed by the Government’s Resilience & Recovery 2020-2021: Plan for Living with COVID-19](https://www.gov.ie/en/publication/58393-guidance-for-youth-organisations-on-resuming-full-services-after-covid-19/))

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| --- |
| **Risk Assessment Prompt Sheet.**  **Re: COVID -19 – Social Distancing and Safe Workplaces** |
| **Name of Service:** |
| **Person completing assessment:** |
| **Date completed :** |
| **Social Distancing** is keeping a 2 metre (6 feet) space between you and other people to decrease and interrupt the spread of COVID-19. You should not shake hands or make close contact where possible. |
| **Safe Workplaces** includes measures we will take prior to re-opening and whilst open. |
| The following is a non-exhaustive list of prompts to be considered around the resumption of full service provision. Individual services may wish to use this prompt sheet to inform their own existing risk register. |

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| **ACTIONS PRIOR TO OPENING UP** | | |
| **No.** | **Action** | **Completed** |
| **1** | In relation to legionella, if there was regular flushing/running of all water outlets then there is no need for action otherwise it would be useful to book sampling/testing now or go straight to planning to disinfect prior to full reoccupation. |  |
| **2** | Ventilate all rooms. |  |
| **3** | Ensure all waste collections are still taking place or do they need to be scaled back up. |  |
| **4** | Check for rodent activity/droppings and set traps if necessary. |  |
| **5** | Ensure heater/boiler timings have been updated to summer time. |  |
| **6** | With respect to canteen facilities plan for staggered breaks and floor markings for queues. |  |
| **7** | Check that dishwashers are not set on eco wash settings (low temperature). |  |
| **8** | Disinfect milk cartons etc. that come into the premises before they are put in the fridge. |  |
| **9** | Have designated area for post opening and gloves and letter opener and sanitiser to hand. |  |
| **10** | Put a system in place for receiving deliveries |  |
| **11** | Inform first aiders on new protocols in case person becomes unwell or action in event of heart attack ( CPR) |  |
| **12** | Write up a cleaning schedule |  |

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| **WORK ENVIRONMENT CONTROLS** | | | | |
| **No** | **Action** | **Yes** | **No** | **N/A** |
| **13** | Is there current capacity in the service to comply with the social distancing requirements? Assess the premises based on the numbers of workers and service users/ young people that may be in the building safely at any one time  If No, consider the following:   * Introduction of flexible shifts, staggered shifts, extended opening hours, weekend working * Redeploying staff to other appropriate buildings in the vicinity where such capacity exists * Alternate staff to work between base and home * What priority service can safely be offered to service users/ young people * Appointment-based service only in designated spaces where social distancing is possible. * Extension of telephone and online supports |  |  |  |
| 14 | As far as is reasonably practicable, can non fire doors within internal buildings be left open to avoid the risk of potential contamination? |  |  |  |
| 15 | Is there a documented cleaning schedule in place for each work location? |  |  |  |
| 16 | Has consideration been given to additional partitioning /protective perspex screening between workstations and at reception areas where appropriate? |  |  |  |
| 17 | Are there appropriate hand washing facilities available? |  |  |  |
| 18 | Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels, anti-bac hand gel |  |  |  |
| 19 | Is there an adequate number of waste bins? |  |  |  |
| 20 | Has appropriate COVID-19 signage been prominently displayed throughout the work location? |  |  |  |

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| **Work Practice Controls** | | | | |
| 21 | Has access to work locations been restricted to rostered staff only, as far as is reasonably practicable? |  |  |  |
| 22 | Has consideration been given to floor markings to demonstrate minimum distancing between staff and others to encourage social distancing? |  |  |  |
| 23 | Are work breaks staggered in order to maintain social distancing requirements? |  |  |  |
| 24 | Are meetings held via teleconference to ensure compliance with social distancing requirements? |  |  |  |
| 25 | Is the use of communal areas (meeting rooms) restricted to ensure social distancing is maintained? |  |  |  |
| 26 | Are staff aware of respiratory hygiene and cough etiquette? |  |  |  |
| 27 | Do staff adhere to respiratory hygiene and cough etiquette? |  |  |  |
| 28 | Are staff familiar with hand washing technique/ guidelines |  |  |  |
| 29 | Are all drinking cups/glasses thoroughly washed and cleaned between each use? |  |  |  |
| 30 | Are waste bins emptied, cleaned and sanitised on a regular basis? |  |  |  |
| 31 | Are staff instructed to bring minimal personal belongings into the workplace to avoid risk of contamination? |  |  |  |
| 32 | Have staff been instructed to clean and sanitise their workstation at the start and end of each shift? |  |  |  |
| 33 | Have staff been instructed to clean and sanitise communal equipment (e.g. photocopier, printer) before and after each use? |  |  |  |
| 34 | Is there a protocol in place in the event an employee becomes unwell and believes they have been exposed to COVID-19 |  |  |  |
| 35 | Maintain sign in sheet in order to facilitate contact tracing if necessary |  |  |  |

1. Youth organisation may operate from premises that they do not own or control. In these instances, services should liaise with the owner / operators to ensure all necessary guidance is followed to the satisfaction of both parties. [↑](#footnote-ref-1)