

Updated NHSC Covid-19 Control Measures for use of GAA Meeting Rooms, Sept 16th 2020

Consider outdoor or virtual meetings and training whenever possible. If it is essential to attend a meeting or officer training in person indoors, this should be conducted in accordance with the following guidelines

Meetings can only be held in Controlled Environments with a named event organiser.

Level 2 - GAA Covid Advisory group are recommending that on a Risk minimisation basis the only indoor meetings that should be held in Level 2 Counties are:

- Disciplinary Meetings (max of 14 personnel)
- Club Executive meetings (max of 14 personnel)
- County Management meetings (max of 14 personnel)
- Officer Training (max of 20 personnel)

No indoor meetings should be held in Counties at **level 3 or above**. Advice on meetings should a county achieve level 1 status will be provided as required.

Meeting Rooms

- ✓ Attendees should be asked to confirm they do not have any symptoms or a temperature in excess of 37.5c before attending.
- ✓ Assess the number of people allowed in a meeting room in accordance with social distancing rules - maintain 2 metre social distance at all times (review in line with government guidance)
 - Consider numbers for boardroom, theatre, tables, standing and other types of set up
 - Highlight assessed capacity on signage and do not exceed agreed capacity
 - Consider customising a larger room such as a hall for larger meetings or training
- ✓ At the beginning of every meeting or training session the meeting organiser should communicate relevant health and safety advice and provide details of control measures in place to attendees including self-responsibility
- ✓ Ensure signage is in place upon entry to room highlighting key Government advice in respect of Covid-19
- ✓ Ensure hand sanitiser is always available and replenished regularly (a fixed unit would be preferable on entry/exit of the meeting space)
- ✓ Keep meeting rooms well ventilated during use
- ✓ Avoid self-service tea/coffee breaks, condiments should be serviced in individual single use sachets

Cleaning & Disinfection Protocol

Clean down room after use with attention to:

- Tables, chairs, and light switches
- Equipment such as laptops or watercoolers
- Ensure cleaning equipment such as disinfectant wipes are readily available

Other Considerations

- ✓ Although face coverings are not mandatory strongly encourage their use where possible
Have a stock of disposable masks available as back up
- ✓ Meeting organiser to maintain record of attendees for contact tracing purposes
- ✓ Pay particular attention to individuals with special needs particularly those who may be classified as high risk in relation to Covid-19
- ✓ Keep meetings and training sessions as brief as possible and allow adequate time between different meetings for cleaning and ventilation

For third party use and advice consult [pg.25 on Fáilte Irelands guidance on meetings & events](#)

Important Note:

This guidance should be used only in conjunction with a venue specific risk assessment. Under no circumstances should Covid-19 control measures compromise any existing Health & Safety measures

Sample Sign:

