



# **Mounttown Community Facility COVID-19 Response Plan.**

During the COVID-19 crisis Mounttown Community Facility is committed to complying with Government Regulations, HSE Guidance, and best practice. There are a number of procedures and operating practices that will be put in place in relation to everyone's welfare and health, especially in connection with social distancing and prevention of the spread of the virus in Mounttown Community Facility. We will amend the operating procedures in accordance with Government guidelines and advise both Facility staff and Facility users in a timely manner. All staff and Facility users are expected to comply with the procedures and operating practices that are outlined in this document. Anyone who knowingly does not comply with guidelines will be immediately asked to leave the Facility.

## **Anchor Tenants:**

Facility Manager or the Board of Management will consult with all groups and services using the Facility to assess use of space. All services governed by other agencies will be expected to abide by guidelines issued to them in relation to how they manage their service i.e. (governed by HSE/TUSLA/ Pobal/ DCYA).

Anchor Tenants and groups using Mounttown Community Facility will need to abide by 2 m social distancing guidelines and draft appropriate policies and guidelines to govern their meetings/ groups/ services. They will also be requested to amend their insurance indemnifying the Facility and dlr coco for COVID-19. The Facility will request a copy of these. All changes relating to operating procedures to ensure compliance with public health advice will be communicated to all tenants, groups and services that use the space.

## **The physical space at the Facility**

Every effort has been made to make sure that physical distancing is maintained and that we keep MCF a COVID-19 free location. One of the ways we do this is by reducing the number of touch points required to access and use the building.

We will issue all Core Staff, Anchor Tenants and CE participants with QR codes to place on their access cards this will minimise the contact required when signing in and out of the building when using the Facilities digital sign in.

The fire doors will all have auto release fire door retainers fitted to further reduce the touch points throughout the building.

## **Other changes made to the physical space of the Facility are as follows.**

An automatic hand sanitizer is placed at reception and is to be used first thing upon entry to the Facility.

There is a Perspex screen installed at reception.

We have created hand sanitizing stations on every floor of the building.

We have placed floor markings in the Facility's reception, the main stairs and the corridors with directional markings up and down the stairs and along the corridors.

Capacity notices placed on the doors of rooms to be rented and the rooms are marked with 2 meter marking grids.

Capacity notice is placed outside our lift beside the lift buttons on every floor of the Facility.

We have information points posted around the building re COVID-19 prevention measures.

#### VISITORS OF anchor tenants TO THE FACILITY

- Avoid visitors where possible.
- If visitors are allowed, then 2 metre social distancing should be maintained
- Visitors will be buzzed in
- Persons meeting visitors must meet them at Reception
- No physical contact e.g. shaking hands etc.
- Visitors should be required to use hand sanitizer at reception
- Visitors should be brought directly to meeting room / area
- Visitors must not bring others with them
- If visitors need to use the restrooms they should use the one closest to the meeting room and wash their hands in the restroom.
- They should be encouraged to use hand sanitizer again on their return
- Visitors will be required to use the agreed egress route
- If you have observed any visitors touching a surface you should clean the surface down after they leave
- The meeting room table must be cleaned with disinfectant after use
- Microsoft team or Zoom should be utilised as an alternative to face to face meetings

## **Casual Room rental:**

Renting rooms on a casual basis for meetings and group activity at Mounttown Community Facility is going to be a little different than you may have previously experienced prior to the outbreak of COVID-19. The changes made are being implemented to make sure that everyone employed and using the Facility is kept safe and well. We ask that everyone plays their part in making sure that the Facility's COVID-19 policies and procedures are adhered to at all times.

Facility Manager or the Board of Management will consult with all groups and services using the Facility to assess use of space. All services governed by other agencies will be expected to abide by guidelines issued to them in relation to how they manage their service i.e. (governed by HSE/TUSLA/ Pobal/ DCYA). Groups using Mounttown Community Facility will need to abide to 2 m social distancing guidelines and draft appropriate policies and guidelines to govern their meetings/ groups/ services. They will also be requested to amend their insurance indemnifying the Facility and dlr coco for COVID-19. The Facility will request a copy of these. All changes relating to operating procedures to ensure compliance with public health advice will be communicated to all tenants, groups and services that use the space.

If you wish to rent rooms at Mounttown on a casual basis we will require that you make your booking online using our website room hire page <https://mounttowncommunity.ie/room-hire/>. If you have any difficulty in making an online booking a member of the MCF staff will assist you with your booking. During the booking stage you will be sent an email with a contact form and self-declaration form for the lead person. The lead person will be required to bring their completed form with them and present it to a member of the Facility staff team on the day of their booking.

You will also be asked to confirm that you and your organisation have adequate COVID-19 policies and procedures in place up to and including monitoring your client group who will be using the rooms you have booked and who your groups COVID-19 lead representative is. The Facility reserves the right to request a copy of your COVID-19 policy as well as cancel your booking at the Facility if you are found to be in breach of your own policy or the Facility's COVID-19 policies and procedures.

When you arrive at the Facility for your allotted time, we ask that on entering the building you sanitise your hands using the hand sanitizer provided at the reception. Only the lead person or persons using the room need to sign in at the reception using the Facility's digital sign in. The Facility requires that the lead person keeps an attendance record of their client group, this is required to be presented to the facility staff at the end of your booking and will be kept on record at the facility for 21 days after the booking, only to be used in the event of a COVID-19 outbreak contact tracing request.

You will be required to come prepared with and supply your own PPE (personal protective equipment) for yourself and your client group if requested to do so via government safety guidelines, and have a pen and paper to take a list of attendees names and phone numbers, as well as materials to sanitize the groups own equipment used during the booking.

The following is a list of the Dos and Don'ts we ask all casual tenants and their clients/members to practice when they visit and use the facility.

<b>Do</b>	<b>Don't</b>
Do sanitize your hands upon entry into the Facility and encourage your clients to do the same.	Don't attend the Facility if you are feeling sick with any of the symptoms of COVID-19. For an updated list of symptoms of COVID-19 please visit the following website <a href="https://www2.hse.ie/conditions/coronavirus/symptoms.html">https://www2.hse.ie/conditions/coronavirus/symptoms.html</a>
Do sign in at reception if you are the group's leader/facilitator/room renter	Don't have group members/ clients sign in at reception on the Facility's digital sign.
Do keep an attendance record of the clients that attended your room booking at the Facility and have it ready to present to the Facility staff at the end of your allotted time at the Facility. This information will be held on file at the Facility for 21 days after the booking only to be used in the event of COVID-19 contact tracing.	Don't allow your group to congregate in the reception area, in the corridors or other communal areas in the building such as sitting on the stairs
Do follow the directional information with respect to movement through the Facility as in ascending and descending the stairs and sides to walk along the corridor.	<b>Don't exceed room capacity</b>
Do follow the information signposted around the Facility re COVID-19 prevention measures	Don't allow any children, young people or vulnerable adults in your group move unattended throughout the Facility.
Do limit personal belongings brought into the facility	Don't have group members attend if they are feeling sick with the signs and symptoms of COVID-19
Do unpack and repack any equipment owned by the group	Don't try to pay by cash at reception for room hire.
Do bring your own sanitizing materials to clean equipment owned and used by the group	Don't look for a changing area or shower facilities as these are suspended at the Facility at this time.
Do take home any equipment owned by the group.	Don't leave food waste or used water/soft drink bottles
Do use the bathroom closest to the room your group is renting	Don't exceed your allotted time at the Facility, by either arriving early or staying later than the time you have booked at the Facility.
Do arrange collection points outside the Facility for parents to collect children, young people or vulnerable adults in your group when the group is finished	Don't enter rooms you have not booked to use.
Do alert the MCF staff team if anyone in your group is feeling sick	

with the signs and symptoms of COVID-19	
Do come prepared with your own PPE for yourself and your clients if required to do so by government guidelines.	
Do make payments for room rental by EFT	
Do come prepared in exercise apparel if you are in an exercise based group	

Please be advised that this is not an exhaustive list and can be amended at any time by MCF; the updates can be found on our website. It is the room booker's responsibility to obey the Dos and Don'ts as well as monitor for updates.

**The physical space at the Facility**

Every effort has been made to make sure that physical distancing is maintained and that we keep MCF a COVID-19 free location. We do this by reducing the number of touch points required to access and use the building, creating hand sanitize stations on every floor of the building and by clearly marking the facility reception, stairs and corridors with directional markings and capacity notices on rooms and the lift. The rooms are marked with 2 meter marking grids and information points are posted around the building re COVID-19 prevention measures.

Please follow the instructions posted at the information points placed around the Facility as well as the floor markings with respect to direction of movement throughout the building, social distancing and our rooms and lift capacity.

At this time the Facility will not be providing refreshments such as tea, coffee and biscuits. Groups and or individuals can bring their own refreshments but will be required to remove all waste and excess refreshment materials from the room and bring them home when leaving the room and Facility.

We will be unable to set up rooms apart from placing chairs and tables in the room. The group leader/leaders will be expected to unpack any additional equipment used by the group as well as repack the groups equipment / materials when the group is finished using the room. The group will also be responsible for sanitizing their own equipment using their own sanitizing products.

Groups that require audio-visual equipment are asked to bring their own equipment, as well as any other material such as pens, paper, flipchart paper etc.

Mounttown Community Facility has non-mechanical ventilation throughout the building with the exception of the toilets at the Facility.

Buildings that contain no mechanical ventilation must utilise windows. To help remove virus particles from the building environment and from surfaces, supply as much outside air as is reasonably possible. Utilise open windows, even if it causes thermal discomfort in the surrounding environment.

## Room Capacity

The following grid is provided only as a guide to our room capacity. Factors like the groups make-up such as wheelchair users, the equipment brought in and being used by the group and the room layout, will have an impact on the room capacity numbers, so please accept this is a rough guide to our room capacities.

ROOM	1	2	3
SQ METERS	52.67	27.31	38.64
CAPACITY 2 METER DISTANCE	16	9	11
CAPACITY 1 METER DISTANCE	50	25	32

ROOM	7	8	HALL
SQ METERS	15	58.52	112
CAPACITY 2 METER DISTANCE	4	15	28
CAPACITY 1 METER DISTANCE	12	44	77

### What to do if you experience symptoms at the Facility:

Our isolation area is on the first floor in the disused shower area across from the computer room. The person with suspected symptoms will be asked to wear a face mask immediately and the team moving the person to the isolation area will be required to wear face masks also. Do not let the person touch any surfaces until they are in the isolation area. The Facility team will place the “COVID-19 Do Not Enter” sign on the door of the isolation area.

If you experience:

- a fever (high temperature - 38 degrees celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- Isolate immediately (in the isolation area on the 1st Floor) away from others (wear a face mask to get there). Call the Facility manager or worker representative.
- Check temperature (with temperature scanner).
- You will need to phone your GP to arrange a test for coronavirus (know the number)
- Go home as soon as it is safe to do so.
- If you cannot go home immediately remain self-isolating in the isolation area.
- Do not use public transport of any kind to get home.

- Self-isolate until you can get a test.
- Avoid touching people, surfaces and objects.
- Cover your mouth and nose with tissues when you cough or sneeze. Bin these tissues in a waste bag.

When the person has exited the Facility the Facility staff will use a can of X-mist room sanitizer to sanitize the isolation area. Facility staff disposes your PPE appropriately and wash your hands. Write a report of the event in our incident book. A deep clean will be required in the areas the person was in contact with while in the Facility

**Anyone who displays symptoms consistent with COVID-19 must stay away from the Facility, self-isolate and contact their GP.**



## ADVICE AND GUIDANCE ON PUBLIC HEALTH



### Symptoms of coronavirus

It can take up to 14 days for symptoms of coronavirus (COVID-19) to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above)
- a 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 cannot smell or taste anything, or things smell or taste different to normal

If you have any of these symptoms, you should behave as if you have the virus and self-isolate for 14 days. People in your household will need to restrict their movements.

You may also need to be tested for coronavirus. You should call your GP to be assessed for a test.

### How coronavirus is spread

Coronavirus (COVID-19) is spread in sneeze or cough droplets.

You could get the virus if you:

- come into close contact with someone who has the virus and is coughing or sneezing
- touch surfaces that someone who has the virus has coughed or sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)

### How long the virus can survive on surfaces

Common household disinfectants will kill the virus on surfaces. Clean the surface first and then use a disinfectant.

Coronavirus can survive for:

- up to 72 hours on plastic and stainless steel
- less than 4 hours on copper
- less than 24 hours on cardboard

## Protect yourself and others from coronavirus

To protect yourself and others from coronavirus (COVID-19), think about how the virus is spread.

Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces).

Keep this in mind. It will help you remember all the things you need to do to protect yourself and others from the virus.

The following are information posters from the HSE that outline the proper application of PPE and when and where to use PPE.

# COVID-19



## Safe use of Gloves

**REMEMBER:**  
**GLOVES ARE NOT A SUBSTITUTE FOR HAND HYGIENE. HAND HYGIENE FIRST IN ALL CASES.**



**WHEN TO WEAR GLOVES**

- When in contact with blood/bodily fluids, non-intact skin or mucous membranes.
- As required for transmission based precautions.
- When in contact with chemical hazards such as disinfectants, preserving agents or cytotoxic drugs.

**WHEN NOT TO WEAR GLOVES**

- Direct Patient Care: Taking blood pressure, temp, pulse etc.
- Indirect Patient Care: Giving oral medications, using the telephone etc.
- Where there is no potential for exposure with blood/bodily fluids or contaminated environment.
- In non-clinical settings.

**SELECT THE CORRECT GLOVES FOR THE TASK**

STERILE	NON-STERILE
 Sterile Procedures	 (Nitrile, Latex, Medical Vinyl) Potential for contact with infectious material

**POINTS TO REMEMBER ABOUT WEARING GLOVES**

<p><b>DO:</b></p> <ul style="list-style-type: none"> <li>✓ Clean hands before putting gloves on and after taking gloves off</li> <li>✓ Clean hands and change gloves between tasks</li> <li>✓ Ensure hands are thoroughly dried before putting on gloves to reduce risk of dermatitis</li> <li>✓ Make sure the gloves fit you properly</li> </ul>	<p><b>DO NOT:</b></p> <ul style="list-style-type: none"> <li>✗ Re-use or wash gloves</li> <li>✗ Double-glove</li> <li>✗ Use alcohol hand gel on gloves</li> <li>✗ Use gloves if they are damaged or visibly soiled</li> <li>✗ Touch your face when wearing gloves or other surfaces</li> <li>✗ Wear the same gloves from one patient to another</li> <li>✗ Wear gloves for a prolonged time</li> </ul>
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**REMEMBER SAFE DOFFING OF GLOVES**



1. PEEL THE GLOVE AWAY FROM YOUR FACE, TOWARD YOUR ELBOW.  
2. HOLD THE GLOVE OUT AWAY FROM YOUR FACE.  
3. GRAB YOUR FINGERED GLOVE BY THE WRIST OF THE OTHER GLOVE.  
4. PEEL THE GLOVE AWAY FROM YOUR FACE, TOWARD YOUR ELBOW. IF NECESSARY, GRAB THE FIST OF THE OTHER GLOVE.

**...AND THEIR SAFE DISPOSAL**

Dispose of gloves used for health or personal care in a healthcare risk waste bag.

**IF HEALTHCARE RISK WASTE SERVICE IS NOT AVAILABLE:**

The gloves, along with any other PPE used, need to be double-bagged and stored for 72hrs in a secure location, then put in the domestic waste.



ENSURE HAND HYGIENE AFTER EVERY DOFFING OF GLOVES

Thanks to the IIC and Communications Team in U.S. Hospital Group for the poster.





## Coronavirus COVID-19



Coronavirus  
**COVID-19**  
Public Health  
Advice

# Wearing a face covering protects others.

They help stop the spread of coronavirus and they are a way of showing we care about each other.

### Why you should wear a face covering

- > COVID-19 is highly infectious and people can spread the virus without having the symptoms
- > wearing a cloth face covering helps people who do not know they have the virus from spreading it to others

### When to wear a face covering

In indoor settings when staying 2 metres apart is difficult, like:



Going shopping



Travelling on public transport



Visiting or meeting someone who is over 70 or more at risk

### How to wear a face covering

- > carry some clean waterproof bags and use them to carry clean or used face coverings separately
- > clean your hands properly before you put it on
- > cover your mouth and nose and make sure there are no gaps
- > do not touch a face covering while wearing it - if you do, clean your hands properly
- > do not lower it to speak, eat, smoke or vape
- > if you need to take it off, put in a plastic bag and don't wear it again until it's washed
- > always take it off from behind your head or your ear, don't touch the front
- > wash it after use in a hot wash over 60 degrees with detergent

### Not everyone can wear a face covering

Face coverings are not needed for:

- > children under 13
- > people who have breathing problems
- > people who have a disability that means using a face covering would be very difficult
- > some people, including people with dementia, may find face coverings strange or unsettling at first

For more advice on staying safe and instructions on how to make a face covering, visit [hse.ie](https://www.hse.ie)

#HoldFirm

Ireland's public health advice is guided by WHO and ECDC advice



Rialtas na hÉireann  
Government of Ireland

# How to use Face Coverings



Coronavirus  
**COVID-19**  
 Public Health  
 Advice

ALWAYS CLEAN YOUR HANDS BEFORE **AND** AFTER WEARING A FACE COVERING

## Correct Covering

**Medical masks should be reserved for health workers or patients in treatment.**  
 If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.



## Check Your Fit

Check that the face covering is made from a fabric that you are comfortable wearing.



Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.



**DO NOT:**  
 Wear the face covering below your nose.



**DO NOT:**  
 Leave your chin exposed.



**DO NOT:**  
 Wear it loosely with gaps on the sides.



**DO NOT:**  
 Wear it so it covers just the tip of your nose.



**DO NOT:**  
 Push it under your chin to rest on your neck.



## FOLLOW THESE TIPS TO STAY SAFE:

**ALWAYS** wash your hands before and after handling your face covering.

**ALWAYS** change your face covering if it is dirty, wet or damaged.

Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.

Carry a second similar type bag, to put used face coverings in.

**CHILDREN UNDER 13** should not wear face coverings.

**ALWAYS** wash cloth face coverings on the highest temperature for cloth.

## Safe Removal



Use the ties or ear loops to take the face covering off.

Do not touch the front when you take it off.



## Disposing Of Single-Use Mask



Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.



Kialtas na hÉireann  
 Government of Ireland

THE FOLLOWING POSTERS GIVE GUIDLINES ON STAYING SAFE AT WORK AND AT HOME.

### Stay safe guidelines at work.

Coronavirus COVID-19  Coronavirus COVID-19 Public Health Advice



**Know**  
the symptoms. If you have them self isolate and contact your GP immediately



**Wear**  
a face covering on public transport\*



**Wash**  
your hands for at least 20 seconds when you arrive to work, and regularly through the day



**Stay**  
2m away from colleagues



**Have**  
fewer, shorter, smaller meetings

**COVID-19 symptoms include**

- high temperature
- cough
- breathing difficulty
- loss of sense of taste or smell
- flu-like symptoms

\* Not suitable for children under 12 and those who have difficulty wearing them



**Disinfect**  
regularly touched objects



**Don't**  
touch your face



**Practice**  
good cough/sneeze hygiene. Use your elbow or a tissue



**Open**  
windows and doors for ventilation



**Keep**  
a log of who you meet each day

#holdfirm

  **Riadas na Méireas**  
Government of Ireland

### Stay safe guidelines at home.

Coronavirus COVID-19  Coronavirus COVID-19 Public Health Advice



**Wash**  
your hands for at least 20 seconds when you come in



**Stay**  
at home as much as you can



**Minimise**  
the number of people in your social network



**Limit**  
the number of people you invite into your home



**Open**  
windows and doors for ventilation

**COVID-19 symptoms include**

- high temperature
- cough
- breathing difficulty
- loss of sense of taste or smell
- flu-like symptoms



**Clean**  
and disinfect surfaces regularly



**Practice**  
good cough/sneeze hygiene. Use your elbow or a tissue



**Know**  
the symptoms. If you have them self isolate and contact your GP immediately



**Keep**  
a log of who you meet each day

#holdfirm

  **Riadas na Méireas**  
Government of Ireland

## Online Resources

World Health Organization (WHO)

[https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

European Centre for Disease Prevention and Control (ECDC)

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

HSE Health Protection Surveillance Centre (HPSC)

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

HSE COVID-19 page

<https://www2.hse.ie/coronavirus/>

Government COVID-19 page

<https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

Government Roadmap for reopening society and business

<https://www.gov.ie/en/news/58bc8b-taoiseach-announces-roadmap-for-reopening-society-and-business-and-u/>

Government list of essential services.

<https://www.gov.ie/ga/foilsuichan/dfeb8f-list-of-essential-service-providers-under-new-public-health-guidelin/>

Government's Together campaign

<https://www.gov.ie/en/campaigns/together/>

Government COVID-19 Information for Employers and Employees

<https://www.gov.ie/en/campaigns/4cf0e2-covid-19-coronavirus-information-for-employers-and-employees-test/>

Government health advice posters & resources

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

NSAI COVID-19 Workplace Protection and Improvement Guide is available here.

<https://www.nsai.ie/covid-19/>

The Health and Safety Authority COVID -19 checklists

[https://www.hsa.ie/eng/topics/covid-19/return\\_to\\_work\\_safely\\_templates\\_and\\_checklists/return\\_to\\_work\\_safely\\_templates\\_and\\_checklists.html](https://www.hsa.ie/eng/topics/covid-19/return_to_work_safely_templates_and_checklists/return_to_work_safely_templates_and_checklists.html)

The Health and Safety Authority has created a FAQs for employers and employees in relation to home-working on a temporary basis.

[https://www.hsa.ie/eng/topics/covid-19/covid-19\\_faqs](https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs)

