



**CIRCUS FACTORY**  
CENTRE PARK ROAD  
CORK CITY

## CIRCUS FACTORY CLG **COVID – 19 RESPONSE PLAN**

DRAFT 1 – DATE FIRST COMPILED: 12/06/2020

Draft 2 – Oct 1st 2020

Revised Jan 29th 2021

This is a living and continually evolving document based on continual information for Irish businesses providing services to the public plus measures proposed by the Irish Government, HSE and with further guidance on individual measures for Circus informed by the Irish Street Arts, Circus and Spectacle Network (ISACS) & Athletics Ireland

Circus Factory is committed to working to the best of our efforts in compliance with all Government directives issued and designed to control and prevent the transmission and spread of the Covid-19 Virus

### CONTENTS

[Circus Factory Phased Reopening Plan](#)

[Covid Member Training Protocol](#)

[Covid Sanitation Protocols](#)

[Covid Revised Floor Plan](#)

[Covid Risk Assessment of Circus Factory](#)

*Advised and assembled by Circus Factory volunteer team of:*

Cormac Mohally, Linda Cullen, Louisa Sloan, Brenda Long, Oksana Range, Kate Mitchell, Eimear Moloney and Michaela Heyer.



## **Circus Factory Phased Reopening Plan**

Circus Factory has formulated a phased reopening of activities in response to the Government's "Roadmap for Reopening Society & Business" (**Revised June 4th 2020**), This involves a phased re-opening of our training centre that aligns with Government guidance and complies with the National ["Return to Work Safely Protocol" \(May 2020\)](#) and is further informed by a collective body of Industry Professionals and Training Centre collated by the [Irish Street Arts, Circus and Spectacle Network \(ISACS\)](#)

This process will see a gradual reopening of access to Circus Factory from Phase 3 (29th June) of the Government's Roadmap, with a focus on Health & Safety, physical distancing requirements and increased hygiene protocols.

All elements of this plan are subject to change and dependent on how the government enacts relevant elements of each phase.

*Proposed Timeline*

### **Preparation: 12th - 29th June**

#### **Activity - Preparation of space, trialing and finalisation of all required paperwork**

Circus Factory will be open to a small number of key volunteer members and staff to help prepare the space for reopening and to ensure we are ready to open for the wider member training to commence on 29th June. All occupants of the building at this time will work in line with Back to Work Safety Protocols and maintain Social Distancing.

### **Phase 3: From 29 June**

#### **Activity - Limited Capacity Member Training**

Circus Factory will open for limited capacity member training. This would be enacted under the "low level of daily interaction" in Economic Activity Measures, and "sport behind closed door" guidance. See [Roadmap](#).

Before recommencement of training, Members are required to:

1. Complete a Return the Training Form  
[https://docs.google.com/forms/d/e/1FAIpQLSdCF7Gmx2nS-zAAebs0ldD0wTdzYgJ4a6AUtFw0ppXP\\_2gx8g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdCF7Gmx2nS-zAAebs0ldD0wTdzYgJ4a6AUtFw0ppXP_2gx8g/viewform?usp=sf_link)
2. Agree to Member training protocols and Covid regulations
3. Create a user account with our online booking system and MUST book in for each training.
4. Agree to adhere to the new training zones protocols.
5. As revised on January 28th, limited access to a maximum of 2 professional members can train. Facilities are available 10 - 1pm, 2 - 4pm, 5 - 7pm, 8 - 10pm. Members have 15 minutes to clean and leave the space, allowing for 30 minutes of 'dead' time before the next members can arrive and prepare the space for training. All Cleaning protocols must be adhered to or access during Level 5 for Professional Members will be revoked

### **Activity - External Artists / private hire of Circus Factory**

In addition to scheduled Member Training, Circus Factory will be available to external artists and private hire of the Circus Factory for artistic research and creation. In addition to completing all the required Covid documentation relevant to Circus Factory Members, external artists will be required to:

- Provide a Covid Risk Assessment of all activities proposed at least 2 weeks prior to the hire and to ensure that such activities are in line with Circus Factory Covid Risk assessment and measures. A copy of the risk assessment will be kept by Circus Factory
- Agree to adherence of Circus Factory Health & Safety, social distancing, and hygiene protocols.
- 

### **Phase 4: From 20th July**

#### **Activity - Adult and Youth public classes**

Circus Factory will resume a phased introduction of public classes

- Classes will operate with a maximum of 12 people
- Digital temperature checks will be taken on arrival of students, those with a temperature greater than 38c will not be permitted into the building
- Students will not share equipment unless podding. *Additional equipment has been purchased*
- Teachers will avoid physical contact or spotting unless the safety of the student is at greater risk. Should close contact be required, PPE will be worn
- All Class plans will undergo a Covid Risk Assessment of activities
- All students will be required to complete all necessary paperwork (online) before commencing a class
- All equipment and the physical space will be thoroughly sanitised after each class and / or quarantined for the advised time based on material type.

- All students are required to wear a mask on entry to the building and until they are in the personal training zone.

### **Activity - Public Performances**

Circus Factory will continue to support the active creation and development of new artistic work and the desires of the artists to share this with the public. We intend to work with our members and wider community to develop ideas for the public sharing of work in strict adherence to current and future government guidelines for public venues.

NOTE: The social distancing guideline at the time of writing is to keep 2m apart.

PAPERWORK



## Covid Waiver Circus Factory Template Wording

Update: by Louisa Sloan 28 July 2020

This is an online waiver embedded in our booking system with GoTeamUp that all members and users **MUST** sign / digitally accept before they can register for a 1st Class or training session.

COVID-19 Agreement, Release and Assumption of Risk

In consideration of the services of Circus Factory CLG, their agents, owners, officers, volunteers, participants, employees, and all other persons or entities acting in any capacity on their behalf (herein after collectively referred to as "Circus Factory" and/or "releasees"), I hereby agree to release, indemnify, and discharge Circus Factory, on behalf of myself, my spouse, my children, my parents, my heirs, personal representative and estate as follows

- I Have not shown symptoms of COVID-19 in the past 14 days.

*According to the Irish Health Service Executive (HSE) , below are symptoms of the novel Coronavirus C19:*

- > Cough
- > Shortness of breath or difficulty breathing
- > Fever
- > Chills
- > Repeated shaking with chills
- > Muscle pain
- > Headache
- > Sore throat
- > New loss of taste or smell

- I have not been in contact with anyone who has tested positive for COVID-19 or shown any of the above symptoms in the past 14 days.

- I have worn a protective mask when in public situations where social distancing is not consistently possible.
- I understand that I could be a carrier of COVID-19 and be asymptomatic.
- I understand that I could contract COVID-19 from an asymptomatic person at our facility or a contaminated surface.
- I understand that asymptomatic transmission can impact vulnerable people more severely.

*People more at risk from Covid-19 include the elderly, those with underlying respiratory and other conditions and those that are immuno-compromised. (non-exhaustive list) I understand that it is my responsibility that if I or somebody in my social circle is vulnerable I will refrain from this activity until such time as it is safe to do so.*

- I am fully aware of the facility's safety procedures (posted on our studio wall) to prevent the spread of COVID-19 and will follow these procedures.
- I agree to inform Circus Factory immediately if I have developed symptoms within a two week period of being in the studio, or if I have learned that I have been in direct contact with someone who has later tested positive for the coronavirus within the same two week period.
- I agree to inform Circus Factory immediately if I learn that any of the above information changes or I obtain new information.
- I understand that if I willfully and intentionally violate the stated hygiene rules in Circus Factory facilities, Circus Factory has the right to suspend me without a refund.
- I acknowledge that Circus Factory is making its best efforts to reduce the risk of transmission of COVID-19. I acknowledge that the safety of the community is in the hands of every one of us. I expressly agree and promise to abide by the safety precautions as described.
- I am aware that training during and after the COVID-19 pandemic involves certain inherent risks, dangers and hazards, which can result in serious infection, personal injury or death. I further acknowledge, understand, appreciate, and agree that my participation may result in possible exposure to and illness from COVID-19. While protocols and personal discipline may reduce this risk, the risk of serious injury, illness, and even death is not possible to fully mitigate
- I hereby release and agree to hold Circus Factory harmless from and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses, and compensation for

damages or loss to myself and/or property that may be caused by any act, or failure to act of the facilities, or that may otherwise arise in any way in connection with any services received from Circus Factory. I agree to release Circus Factory from any and all liability for the unintentional exposure or harm due to the Coronavirus (COVID-19).

## Waiver

Photo Release: Circus Factory takes photos and videos periodically to capture what happens in our classes and programs. Your (Circus Factory Members and Students) image may be captured and used in Circus Factory's media. This assists our organization to spread the word about our classes, which in turn helps support our programs and community reach. Your (Circus Factory Members and Students' names will never be shared without specific consent.

## Participant Agreement, Release and Assumption of Risk

In consideration of the services of Circus Factory CLG, their agents, owners, officers, volunteers, participants, employees, and all other persons or entities acting in any capacity on their behalf (hereinafter collectively referred to as "Circus Factory" and/or "releasees"), I hereby agree to release, indemnify, and discharge Circus Factory, on behalf of myself, my spouse, my children, my parents, my heirs, personal representative and estate as follows

- Circus is a physical activity that carries inherent risk, and may be dangerous to myself or others.
- Circus Factory has safety procedures in place to ensure the risks are managed equipment is checked regularly, safety equipment is available, and risk assessments have been completed for each individual activity.
- Rigging and equipment is inspected regularly by Circus Factory tutors. I will refrain from rigging or changing the equipment set up on my own.
- I know that there's a First Aid Kit and instructions available in the office.
- I will inform Circus Factory of any relevant medical history, previous injuries and trauma by completing and signing the Medical History Form.
- In the case of Aerial or Acro activities, I will learn spotting for others and will communicate any difficulties during a move or position for spotters to assist me, and will not create or make sudden movements that injure myself or others.

I will be focused and respectful of myself and others during training sessions. I take responsibility to follow all instructions given for use of equipment and implementation of safety measures.

Finally I agree that by participating in Circus Factory training activities, I do so entirely at my own risk. I am voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, or death.

Circus Factory is not responsible for any loss of my personal property.

I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability. I expressly agree to release and discharge the Circus factory from any and all claims or causes of action and I agree to voluntarily give up or waive any right that I may otherwise have to bring a legal action against the Circus Factory for personal injury or property damage. To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence. If any portion of this release from liability shall be deemed by a Court of competent jurisdiction to be invalid, then the remainder of this release from liability shall remain in full force and effect and the offending provision or provisions severed here from.

By agreeing to these terms, I acknowledge that I understand its content and that this release cannot be modified orally.



## Gatekeeping – CF Member Training Rota Protocol

Person Tasked: Louisa Sloan

*Edit: Training Pods were not seen as practical and we have adopted a new approach of Training Zones with clearly identifiable areas for each member to Book In To. This limits the shared contact surface of the general space and allows for post training sanitisation to be easier managed.*

**Active Member Count as of Jan – March 2020 – 38 / Updated Jan 28th = 49**

*Currently 19 members have responded to a Survey with interest to resume training asap.*

### Centrally Controlled Rota

Information gathered from members via a Survey includes

- What practice and equipment they intend to use?
- What equipment they own (if any) and intend to use and how i.e. aerial central pulleys and static points?
- What Circus Factory equipment (if any) they intend to use?
- What are the times and days they would like to train?
- What is their ideal platform to obtain a schedule / rota i.e. Facebook page, Messenger, Email, WhatsApp

### Revised GateKeeping Protocols

- All members must pre-register their time slot to train using our online system powered by GoTeamUp.
- All members must have a valid training pass purchased or assigned to them to be able to view the schedule and book in.
- Only current keyholders who have completed the Sport Ireland Covid Officer Training, (19) have building access,
- Members without keys must book themselves in AND pre-arrange access with a keyholder. *They are personally responsible for this communication.*
- No visitors, family or friends are permitted to access the building with a member / user.
- Any non training appointments must be pre-arranged with the Circus Factory General Manager by emailing [circusfactorycork@gmail.com](mailto:circusfactorycork@gmail.com)



## CF Member Training Covid Protocols

NB: These additional training protocols are **not a replacement** but to be adhered **in addition** to Circus Factory regular training protocols.

No member should attend the space for 14 days if they:

- have symptoms of coronavirus
- are awaiting a test
- are waiting for test results
- have had a positive test result for coronavirus
- have any cold or flu-like symptoms, such as sore throat, runny nose, blocked nose, cough or wheezing
- or someone they are in close personal contact with is quarantining for the advised 14 days after international travel
- have been in close contact with a confirmed Covid case.

### General protocols for all members include:

- Must use our online booking system to register and book in for training
- Complete the Circus Factory Covid Waiver before resuming training - *this will be prompted when creating a user account with our online booking system*
- Comply with Circus Factory Member Training Protocols as set out below.
- Comply with Gatekeeping / Rota procedures and protocols.
- Comply with Circus Factory sanitation protocols before and after each and every training session.

### Covid Officer

In accordance with the Government Back to Work Protocols, a Covid Officer will be assigned for every occasion Circus Factory training premise is open. The role of the Covid Officer is to ensure that all Covid Health and Safety measures are being adhered to whilst activities are taking place and to act with knowledge should a member / user display potential Covid symptoms whilst in the building. Should a non member, or member of the public be in the building, the covid officer on site will make themselves known and induct the visitor. w

Currently all key holders are required to complete Covid Officer induction and training via a free online cert offered by Sports Ireland or Skillsnet  
<https://www.sportireland.ie/covid19/course> (Currently not working Jan 28th 2021)

<https://backtowork.learnskills.ie/login/index.php>

### **Personal hygiene protocols**

- Wash hands on entry and exit
- Use disposable paper towels available for drying hands.
- Observe all hygiene practices notices as displayed in space
- Wash hands before and after using the toilet
- Close the toilet seat before flushing
- Use Hand sanitisers available in space before handling of shared contact surfaces. Examples include but not limited to Rigging / paging points, Taps, Door Handles, Light Switches etc.

### **Physical space protocols**

- All members and users must adhere to the 2m social distancing guidelines unless podding. Members must only bring essential items to space.
- All personal items, clothes, bags etc must be stored in designated areas avoiding contact with others.
- Members must bring in their own water containers.
- Kitchen is allowed for refills of water and ice packs (freezer), No preparation or storage of any food or use of utensils is permitted. (staff exemption)
- Members are not permitted into any potential restricted areas unless assigned direct permission.

### **Equipment and Practice protocols**

- Hand to hand, contact work and acro yoga is only permitted within pods.
- Members are encouraged to use their own equipment where possible
- Members must book Shared Circus Factory Aerial equipment in advance before due to quarantine restrictions and protocols.
- Communal non-wipeable equipment must be quarantined for 48 hours after use. Rosin or Chalk must not be shared. Individual pouches will be available to purchase from Circus Factory.
- Sharing of equipment is not permitted during training , unless podding within households and close contacts
- Large equipment is permitted to be stored in pre assigned areas avoiding contact with other equipment. Sanitisation of equipment where possible must be observed after every use.
- Small items that are able to be disinfected such as training aids, juggling balls, hula hoops etc are permitted to be brought in and out of the space. These must be disinfected before bringing into the space each and every time, and not shared with others, unless podding.

## **Sanitation Protocols**

Members must familiarise with the detailed Sanitation protocols notified to them and on display in the space. These sanitation measures must be completed by the members after every training session. They include but are not limited to:

- All contact surfaces and equipment used must be disinfected with provided cleaning products.
- Training mats to be wiped down with surface disinfectant.
- Personal equipment must be cleaned where possible and stored in designated areas.
- Communal aerial equipment must be paged away, and logged with date and user, and to be quarantined for 48 hours.

## **Face Mask Protocols**

- Face masks are MANDATORY until arriving at your designated training pod
- Circus Factory's minimum requirement is that all members / tutors have with them and wear a Face Mask if they need to break physical distancing and work in close physical contact with a student / member
- It is at the members / students discretion if they wish to wear a mask at any time during the class.
- It is at the members / students discretion if they are comfortable for the tutor to work with them in close proximity. If they do not wish for this, alternative exercises will be offered that can be practised safely whilst maintaining adequate social distancing. (This is dependant on the class activities, there may be some activities that cannot be practiced safely without the tutor working in close proximity to a student)
- For certain class types Circus Factory and / or the Tutor may further require that both tutor and student wear a Face Mask at certain times during the class or for the full class.
- Each class description will clearly detail the Face Mask protocols assigned to that particular class prior to a booking being made.
- It is important that the student reads and understands the Face Mask protocols assigned for the class they are booking as they may be unable to take part in all class activities if they do not abide by the Face Mask protocols set out for that particular class activities.

## **Contact Tracing Protocols**

- All actively training members must use the online booking system powered by GoTeamUp to create an account with contact details that may be shared with necessary HSE personnel should contact tracing be deemed necessary.

- Training slots are to be adhered to with staggered times to avoid interaction between pods and to allow air to circulate in the building efficiently.

### **First Aid**

- Single use masks and gloves must be worn and disposed of afterwards.
- Any utensils used must be sanitised after.
- Ice packs will remain available in the kitchen freezer
- If a member suffers any open wounds they must cease training until the affected area has healed.
- Should a member start to feel unwell or display any potential Covid symptoms they must inform the Covid Officer and follow any isolation protocols including remaining in the designated isolated area (the office) until a suitable transport solution has been organised for them to return home.
- All incidents and treatments must be logged in the incident report form



## CF Sanitation Protocols – Detailed Plan

Person Tasked: Jesse Hallaway

*If Circus Factory is notified of a COVID-19 diagnosis in the community, the premises need to be cleaned once it's been 24 hours since the infected person was last at the space. If it's been 7 days since their last visit, no extra cleaning is needed.*

### Available Cleaning Supplies

Bucket / Mop

Spray bottles

Cloth

Bleach

Hygisol – can be applied to any surface. It needs 30 seconds to work before it can be wiped off.

### Daily Clean – start of day Mon to Fri

1. Entrance:
  1. Cleans and wipe door handles
  2. Clear table of unnecessary items, cleans, and wipe down
  3. Spray a cloth with sanitizer and disinfectant the light switch
2. Toilets:
  1. Spray a cloth with sanitizer and disinfectant the light switch
  2. Clean and wipe down doors, especially around the locks
  3. Pour toilet bowl disinfectant into the toilet
  4. Spray the handle, seat and rim with sanitizer, wipe with toilet paper and flush
3. Sink:
  1. Spray the tap and sink with sanitizer, leave to air dry
4. Office:
  1. Spray and wipe door handles
  2. Spray a cloth and wipe the light switches in the office and outside it
5. Near mirrors:
  1. Spray stereo with sanitizer and wipe down
  2. Spray chairs and tables with sanitizer
6. Kitchen:
  1. Spray and wipe down countertops and tap
  2. Spray a cloth with sanitizer and wipe the kettle
  3. Spray a cloth with sanitizer and wipe the light switch

7. Communal area
  1. Spray a cloth with sanitizer and wipe the light switch
  2. Spray seats
  3. Spray cubby holes and leave to air dry
8. Equipment
  1. Spray the tie off points for the pulleys, leave to air dry
  2. Spray the fabrics, hoops and trapezes liberally with sanitiser
  3. Lay out the scatter mats, spray with disinfectant and wipe down
  4. Spray the Swedish bars and leave to air dry
9. Floors
  1. Mop floors in high use areas (toilets, kitchen, vinyl flooring) with bleach/disinfectant solution

### **Daily Clean - before, between and after classes, and after member training sessions**

1. Entrance:
  1. Spray and wipe door handles
2. Toilets:
  1. Spray and wipe down doors, especially around the locks
  2. Spray the handle, seat and rim with sanitizer, wipe with toilet paper and flush
3. Sink:
  1. Spray the tap and sink with sanitizer, leave to air dry
  2. Turn on hot water
4. Communal areas :
  1. Spray stereo, if used, with sanitizer and wipe down
  2. Spray any chairs and tables used with sanitizer
5. Equipment that was used in the class or training:
  1. Spray the tie off points for the pulleys, or paging systems, leave to air dry
  2. Spray any communal equipment used liberally with sanitiser
  3. Lay out any mats used, spray with disinfectant and wipe down if necessary

### **Deep Clean following a case of covid**

#### Preparation

1. Wear PPE: mask, robe, gloves. Wash hands immediately after you remove PPE.
2. Open both doors and turn on the gas cannon (without gas, for ventilation) and leave for 1 hour minimum before commencing deep clean.
3. Turn on water boiler under sink
4. Gather supplies: two buckets and two mops - one with bleach or disinfectant solution prepared according to instructions on the packaging, and one with clean water for rinsing, a heavy duty bin bag, Hygisol sanitizer spray, fibre cloths for wiping.

1. Entrance:

1. Spray and wipe doors and door handles
2. Clear table of unnecessary items, spray with sanitizer and wipe down
3. Spray a cloth with sanitizer and disinfectant the light switch
4. Spray and wipe the money box

2. Toilets:

1. Spray a cloth with sanitizer and disinfectant the light switch
2. Spray and wipe down doors, especially around the lock
3. Empty sanitary bins, spray with sanitizer
4. Pour toilet bowl disinfectant into the toilet
5. Spray the handle, seat and rim with sanitizer, wipe with toilet paper and flush
6. Mop floors with bleach or disinfectant solution, leave for a minute, then mop with clean water to rinse

3. Sink:

1. Spray the tap, sink and surrounding surfaces with sanitizer, including cabinet door handles. Wipe down or leave to air dry

4. Office:

1. Spray and wipe door handles and flat surfaces
2. Spray a cloth and wipe the light switches in the office and outside it

5. Near mirrors:

1. Spray stereo with sanitizer and wipe down
2. Spray chairs and tables with sanitizer and wipe down
3. Sanitize the gas cannon

6. Kitchen:

1. Remove any items left in the kitchen
2. Spray and wipe down door
3. Spray and wipe down countertops and tap
4. Spray and wipe down fridge and microwave doors
5. Spray a cloth with sanitizer and wipe the kettle
6. Spray a cloth with sanitizer and wipe the light switch
7. Take out the bins and spray the tops with sanitizer, leave to air dry
8. Mop the floor with bleach or disinfectant solution, leave for one minute, then rinse with clean water

7. Communal area

1. Spray a cloth with sanitizer and wipe the light switch
2. Spray and wipe down seats
3. Spray cubby holes and leave to air dry
4. Spray and wipe down piano keys and flat surfaces

## 8. Equipment

1. Spray the tie off points for the pulleys, leave to air dry
2. Spray the Chinese pole from however high you can reach to the floor, wipe down
3. Lay out the scatter mats, spray with disinfectant and wipe down
4. Spray the Swedish bars and leave to air dry

## 9. Floors

1. Mop floors with bleach solution, leave for one minute and rinse with clean water

## Finishing up

Refill foaming hand sanitizer in both dispensers if necessary

Refill paper towels and loo roll if necessary

Check to see if we're running out of bleach, disinfectant spray, cloths, PPE or bean bags.

Rinse buckets and mops

Put all cloths that need to be washed into a separate bag

Turn off the fan, close the doors, take off PPE and put it into the bin bag, then take it to the bins

Sanitize your hands



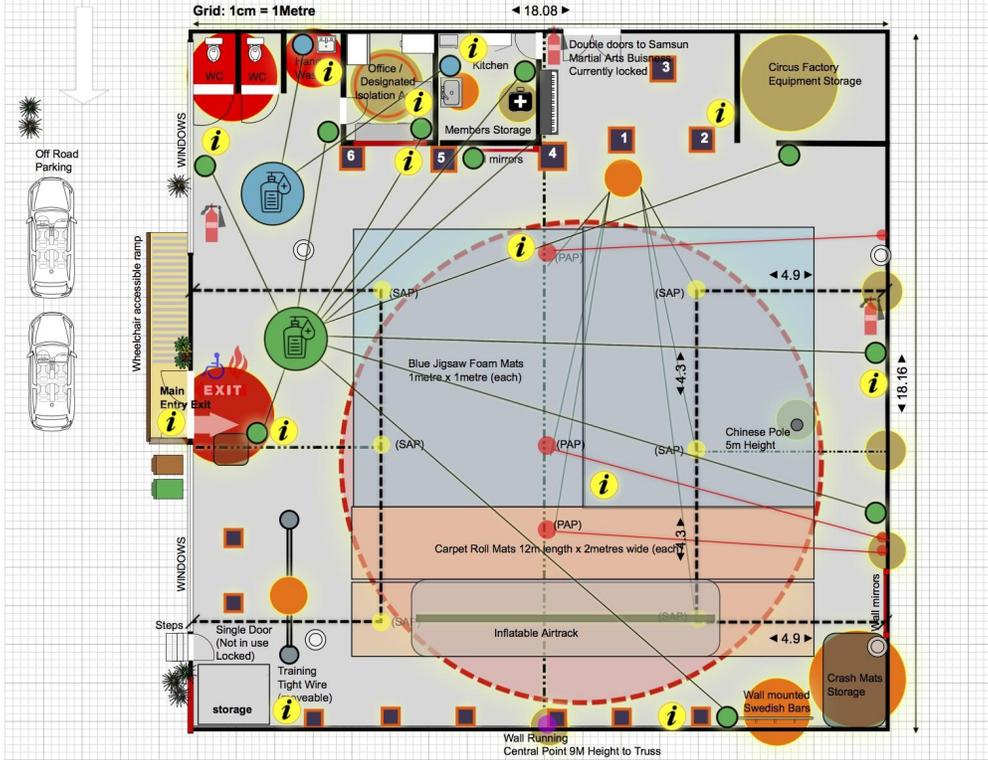
## **Covid Revised Floor Plan**

Person(s) Tasked: Louisa Sloan (Floor Plan Design), Eimear Moloney, Linda Cullen, (Physical Layout) – To be revised with training zones

# CIRCUS FACTORY - FLOOR PLAN / COVID-19 RISK ASSESSMENT

(SAP) Static Aerial Point: Rig Point (5m with Ladder)

(PAP) Pulley Aerial Point: Rig at Wall / Floor Anchored Figure 8



-  → High Level of Shared Contact Surface / No control contact personnel measures possible.
-  → Medium Level of Shared Contact Surface / Medium level of controlled contact personnel possible.
-  → Low Level of Shared Contact Surface / Only designated personnel allowed to use.
-  → Training Floor Area  
Used for hand / foot / Individual body contact with floor surface  
No controlled contact personnel measures available
-  → Seating / Personal items placing per person. Sample layout demonstrates 14 places with 2 Metre SD
-  → Designated Isolation area should a member / user display symptoms whilst on Circus Factory premise
-  → Hand Disinfection Stations  
Alcohol / Non Alcohol Options  
Non Rinse
-  → Hand Soap Dispenser Stations  
Running Water Required  
Disposal Paper Towels  
and Bin Provided.
-  → Covid Information  
Signage Points



## CF Covid Risk Assessment

Person(s) Tasked: Louisa Sloan, Brenda Long, Kate Mitchell, Michaela Heyer

Hazard ➔ Transmission of Covid- 19 Corona Virus

Activity	Who is at Risk	Controls Required	Additional Controls
<p><b>General visitation and occupancy of Circus Factory Premise</b></p>	<p><b>All Users and Visitors of Circus Factory including</b></p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Teachers</li> <li>• Circus Factory Members</li> <li>• Class attendees</li> <li>• Parents of Youth Attendees</li> <li>• Delivery workers</li> <li>• Landlord</li> <li>• Building workers</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Members / trainees encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel / Foam sanitisers in any area where washing facilities not readily available</li> </ul>	<p><b>Hand Washing</b></p> <p>All visitors and users are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching the face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the Circus Factory Premises.</p> <p><b>Signage</b></p> <p>Posters, leaflets and other materials reminding everyone of the public health advice to help reduce the spread of coronavirus (COVID-19) available for display.</p>
<p>As above</p>	<p>As above</p>	<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p><b>Cleaning</b></p> <p>Provide detailed cleaning plan for :</p> <ol style="list-style-type: none"> <li>1)Cleaning between classes / training sessions</li> <li>2)Cleaning space at end of day</li> <li>3)Deep cleaning and shared to all users and necessary staff / volunteers.</li> </ol> <p>Circus Factory to invest in disinfectant products, PPE and equipment suitable for cleaning purposes.</p>
<p>As Above</p>	<p>As Above</p>	<p><b>Social Distancing</b></p> <p>Social Distancing – Reducing the number of persons in any activity area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	<p><b>Social Distancing</b></p> <p>Remove communal seating</p> <p>Provide designated storage areas for personal equipment.</p> <p>Install visible marked lines to encourage awareness of social distancing measures</p> <p>Detail Social Distancing Guidelines on all Covid Waiver form for all users including Member Training protocols</p>
<p>As Above</p>	<p>As Above</p>	<p><b>Covid Officer</b></p> <p>Provide training for Covid officers to be present for all times that the building is open to activities.</p> <p>Task Assigned to Jordan / Cormac</p>	
<p>As above</p>	<p>As Above</p>	<p><b>Isolation Room</b></p>	<p>The Office Has Been Suggested</p>

		Designate an area as an isolation room should a member, user, staff or visitor become unwell / display potential signs of Covid 19 they can be placed there until suitable arrangements are made for them to return home.	as the Isolation Room.
<b>Voluntary / Work Roles / Management</b>	As above	<b>Remote Work</b> Encourage all voluntary workers, management and staff to work from home where possible and to use cloud sharing apps and video conferencing.	Make sure everyone is supported with using potentially new technology and is not left out.
<b>Member Training</b>	As Above	<b>Training Pods</b> Create and manage Training 'Pods' via a centrally controlled training rota to limit the number of increased public contacts for members training.	
<b>Use of Kitchen Facilities</b>	Members and Users of Circus Factory	Zone off areas unusable in the kitchen such as shared utensils, fridge, microwave, kettle etc.  Allow water facilities for drinking needs.	Advise members and users to bring their own water container.  Provide hand washing protocols at sink tap.
<b>Building Inspections</b>	Contract Staff	Provide PPE for contract staff to conduct building / equipment inspections.  Require contract staff to provide Covid Risk Assessment for building inspection work.	Require a Covid officer present at time of work.
<b>Rigging / Paging</b>	Designated Members	Instruct Members to clean and disinfect hands before and after rigging / paging.  Provide Rigging / Paging Log  Ladder use should be limited to the same people. Requests for rigging should ladder should be sent to the designated Ladder use people	Provide spray disinfectant that can be used safely on paging / rigging and left to air dry.  Make emphasis on the rigging / paging log in the Members Training Protocol
<b>Equipment</b>			
Foam Mats	Members and Users	Cover Foam Mats with easily Washable Black Dance Vinyl. Remove excess Mats	Vinyl Dance Floor. Easy mop after each training session allowing to Air Dry. Disinfect with Hygisol Each Evening  Remove shoes and wear Clean socks on mats. Wash hands after putting on clean socks.  If barefoot is required, user is advised to wipe down feet with disinfectant wipes (provided by member)
Carpet Mats	Members and Users	No possible regular effective cleaning protocols for carpet mats	Remove Carpet Mats from Action / Cover with Washable Vinyl floor
Airtrack	Members and Users	Wipe down with Hygisol cleaning solution after each use.	Material type: PVC Cleaning: Surface disinfectant, allowed to air dry.  Limit shared usage of Airtrack to training 'pods'

			Deep clean airtrack every 3 days. Request the wearing of clean socks from members per usage.
Circus Factory juggling apparatus	Members and Users	Remove items that cannot be regularly cleaned and not essential training equipment into out of action.  Retain items that can be effectively disinfected after each use	Material type: PVC Cleaning: Surface disinfectant, allowed to air dry.
Circus Factory Hula hoops	Members and Users	Encourage members and users to purchase their own Hula Hoops.  Hula Hoops must not be shared at time of use and thoroughly cleaned afterwards  Remove any cotton / paper taping	Material type: PVC Cleaning: Surface disinfectant, allowed to air dry.
Tight Wire	Members and Users	Members must wear clean sock / training shoes. Shoes soles to be wiped down with surface disinfectant before and after use.	Material type: Metal, Plastic, Wire Cleaning: Surface disinfectant, allowed to air dry.
Handstand Canes	Members and Users	Members to wash / disinfect hands before and after use	Material type: Wood / Metal Cleaning: Surface disinfectant, allowed to air dry.
Cyr Wheel	Members and Users	Members to wash / disinfect hands / soles of shoes before and after use	Material type: Metal Cleaning: Surface disinfectant, allowed to air dry.
German Wheel	Members and Users	Members to wash / disinfect hands / soles of shoes (or wear clean socks) before and after use	Material type: Metal, PVC taping Cleaning: Surface disinfectant, allowed to air dry.
Unicycles	Members and Users	Members to wash / disinfect hands / soles of shoes (or wear clean socks) before and after use	Material type: Metal, Rubber handles/ foot grips Cleaning: Surface disinfectant, allowed to air dry.
Wall Running	Members and Users	Instruct Members to clean and disinfect hands before and after rigging / paging.  Members to use their own Harness and Climbing Aids  Circus Factory Harness must be quarantined for 48 hours after use	Material type: Cotton / Polyester, Metal Cleaning: Surface disinfectant, allowed to air dry.
Trapeze	Members and Users	Instruct Members to clean and disinfect hands before and after rigging / paging.  Circus Factory Trapeze must be quarantined for 48 hours after use	Material type: Cotton Rope, Cotton Tape, PVC Shoulders, Metal Bar (covered with cotton tape) Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.  Quarantine for 48hours after use
Aerial Hoop	Members and Users	Instruct Members to clean and disinfect hands before and after rigging / paging.  Circus Factory Hoop must be quarantined for 48 hours after use	Material type: Metal Bar (covered with cotton tape) Slings - Polyester fabric, metal fixtures Cleaning: Surface disinfectant to be spritzed on surface areas,

			<p>allowed to air dry.</p> <p>Quarantine for 48hours after use</p>
Aerial Silk	Members and Users	<p>Instruct Members to clean and disinfect hands and feet (if climbing bare feet) before and after rigging / paging.</p> <p>Circus Factory Silks must be quarantined for 48 hours after use</p>	<p>Polyester Fabric, Metal Hardware</p> <p>No temporary Cleaning options available.</p> <p>Silks must be washed in mild disinfectant every 3 weeks.</p>
Corde Lisse	Members and Users	<p>Instruct Members to clean and disinfect hands and feet (if climbing bare feet) before and after rigging / paging.</p> <p>Circus Factory Silks must be quarantined for 48 hours after use</p>	<p>Material type: Cotton Rope, Metal paging hardware</p> <p>Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.</p> <p>Quarantine for 48hours after use</p>
Aerial Hardware - Metal - Carabinas , Swivels	Members and Users	<p>Instruct Members to clean and disinfect hands before and after rigging / paging.</p> <p>Disinfect after each use. House each carabina in a separate plastic bag in the main box</p>	<p>Hang Carabinas from individual hooks to avoid multiple touching of objects in the holder basket.</p> <p>Material type: Steel / Aluminium.</p> <p>Cleaning: Surface disinfectant to be wiped over surface areas, allowed to air dry.</p>
Slings	Members and Users	Instruct Members to clean and disinfect hands before and after rigging / paging	<p>Material type: Polyester.</p> <p>Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.</p>
Swedish Bars	Members and Users	Instruct Members to clean and disinfect hands and feet (if climbing bare feet) before and after using	<p>Material type: Aluminium / Wood</p> <p>Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.</p>
Crash Mats	Members and Users	Instruct Members to clean and disinfect hands and feet (if climbing bare feet) before and after using	<p>Material type: PVC</p> <p>Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.</p>
Scatter Mats	Members and Users	Instruct Members to clean and disinfect hands and feet (if climbing bare feet) before and after using	<p>Material type: PVC</p> <p>Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.</p>
Vinyl Dance Floor	Members and Users	Instruct Members to clean and disinfect hands and feet (if climbing bare feet) before and after using	<p>Material type: PVC</p> <p>Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.</p>
Roll Barrel	Members and Users	Instruct Members to clean and disinfect hands and feet (if climbing bare feet) before and after using	<p>Material type: PVC</p> <p>Cleaning: Surface disinfectant to be spritzed on surface areas, allowed to air dry.</p>



## Resource Links

To be added to.....

[Irish Government Road for Reopening of Businesses](#)

[Return to Work Safety Protocol](#)

CIF resources:

<https://cif.ie/2020/04/27/the-cif-key-guidance-notes-for-the-construction-sector/>

Theatre Forum - Reopening Arts Centre 3 Part Guidelines - All

Part 1 [Business Continuity and Covid-19 Response Planning](#)

Part 2 [Covid-19 Occupational Safety, Health & Welfare guidelines](#)

Part 3 [Creating a Safe Place of Assembly guidelines](#)

[Business Continuity Planning Checklist COVID-19](#)

[Business Continuity Planning: Checklist of preparatory actions in responding to influenza outbreak](#)

[COVID-19 Public Health Advice Poster](#)

[https://www.sportireland.ie/covid19/course?fbclid=IwAR3NOwGNCGJ\\_tNHPnpKiPwvc\\_tsbCAMhLcDUtMqVHK-7KMmthWaByOeW7s8](https://www.sportireland.ie/covid19/course?fbclid=IwAR3NOwGNCGJ_tNHPnpKiPwvc_tsbCAMhLcDUtMqVHK-7KMmthWaByOeW7s8)

<https://www.athleticsireland.ie/news/coronavirus-covid-19-update/>